

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

, Chair
, Vice Chair

EDUCATION & RECREATION COMMITTEE

WEDNESDAY, MAY 6, 2020

5:30 pm

SEE INSTRUCTIONS BELOW TO VIRTUALLY
ATTEND THIS VIRTUAL PUBLIC MEETING

Pursuant to Sections 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that a VIRTUAL MEETING of the BROWN COUNTY EDUCATION & RECREATION COMMITTEE will be held on WEDNESDAY, MAY 6, 2020 at 5:30 p.m.

The Public may Access this Virtual Public Safety Committee Meeting by:

- 1) Calling 1-415-655-0003; Entering the following Event Number: 614 673 642; and Pressing #. Then, when asked for Attendee ID, Pressing # Again. (for Audio Only Access); or
- 2) Browsing to this Web Address on a computer or smartphone: www.browncountywi.gov/Ed&RecPublic; and Entering the following Event Number: 614 673 642 (for Audio and Video Access). The Event Password should be filled in, but if needed, then Enter 0506; or
- 3) Physically Going (in-person) to the Brown County Central Library, located at 515 Pine Street, Green Bay, WI; and Entering the lower level Auditorium (for Audio and Video Access).

County Board Supervisors may Attend this Virtual Public Safety Committee Meeting by:

- 1) Utilizing WebEx via their County Issued Laptop and County Issued Headset, as instructed at Virtual Training Sessions (this provides two-way Audio and Video Access). PLEASE LOG-IN 15 MINUTES EARLY!
- NOTE: County Board Supervisors may Virtually Attend this meeting in any location they desire that has sufficient internet access, and any County Board Supervisor that wishes to may bring his or her County Issued Laptop and County Issued Headset to Room 200 of the Brown County Northern Building, located at 305 E Walnut St, Green Bay, WI 54301, where internet access, social distancing and technical support will be available to assist them with Virtually Attending this Virtual Meeting.

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of February 27, 2020.

Comments from the Public. (None) For this Virtual Meeting, the public may access this meeting via phone, internet or in-person as described above, but public communication will only be one way (audio will go out

to phone users, audio and video will go out to internet users, and in-person public attendees will have access to audio and video in the Brown County Central Library Auditorium). This is based on guidance provided by the Wisconsin Counties Association (WCA) on 04-10-2020 that Virtual Meetings " ... should only allow observation and listening, not direct participation (by the public) in order to ensure an orderly meeting is held." There may be provisions for Public Comment via email, to be made part of the record, at future Virtual Meetings as circumstances and resources allow.

Consent Agenda

1. Library Board Minutes (January 16, 2020).
2. Neville Public Museum Governing Board Minutes (March 9, 2020).
3. Audit of the Bills.

Parks Department

4. Director's Reports for March and April 2020 Including COVID 19 Press Release.

NEW Zoo and Adventure Park

5. Director's Reports for March and April 2020.

Golf Course

6. Superintendent's Report for March and April 2020.

Library

7. Library Report/Director's Reports for March and April 2020.

Museum

8. Director's Report for March and April 2020.

Action Items

9. Communication from Supervisor Schadewald: I would request that all committees place an agenda item of Impact of COVID-19 on those departments they oversee on their May or June committee agenda so we can see a collection of impact statements in order to better prepare for the future.
Referred from April County Board.
10. Resolution Approving Revision to Neville Public Museum Core Documents.
11. 2019 Balanced Budget Adjustment Resolution.

Other

12. Such other matters as authorized by law.
13. Adjourn.

John Van Dyck, Chair

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held on Thursday, February 27, 2020 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Van Dyck, Supervisor Landwehr, Supervisor Suennen, Supervisor Lefebvre
Excused: Supervisor Ballard
Also Present: Museum Director Beth Lemke, NEW Zoo & Adventure Park Director Neil Anderson, Library Financial Manager Linda Chosa, Library Director Sarah Sugden, Parks Director Matt Kriese, Supervisor Deneys, Golf Course Superintendent Scott Anthes, other interested parties.

I. Call to Order.

The meeting was called to order by Chair Van Dyck at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Landwehr, seconded by Supervisor Suennen to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of January 30, 2020.

Motion made by Supervisor Lefebvre, seconded by Chair Van Dyck to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public

-Martin Weber, 3307 Beach Lane, Green Bay, WI

Weber asked for clarification as to what the function of this committee is with regard to the Eagles Nest. Chair Van Dyck explained if there is a grant, this committee would accept the grant and then if it gets to the point of the county wanting to purchase the property, that process would start at this committee.

Weber continued that Joe Morgan, President of the Nicolet Neighborhood Association, submitted a report via e-mail from Harder Marine Consulting that did a study on the county's own report as well as the property itself. (None of the committee members have received this report and Van Dyck advised Weber to have the report forwarded to the County Board Office so it can be forwarded to the Board). Weber provided a copy of the report from Harder Marine Consulting LLC, a copy of which is attached.

Weber continued that the overall cost as provided by the marine consultant for both property acquisition and build out is at a minimum \$5 million dollars. It is his understanding that the county has no plans to do any kind of study until after a purchase is done which blows his mind. This is playing with taxpayer money and no business owner in their right mind would ever operate a business in that manner because they would go broke.

With regard to the county's own study, Weber stated the county provided false information. The consultant who put the Harder report together is a former Army Corp of Engineer employee. The county put in their report that for safe harbor refuge, it is supposed to be 15 miles between harbors but that is incorrect. According to the Army Corp., they cannot justify any use of taxpayer dollars for anything less than 20 miles of safe harbor. Based on the report Weber submitted as well as Mr. Acker's reports, current harbor locations are well within those limits so that totally destroys what the county is saying. Weber continued

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that the Bay is cyclical and during low water periods there are certain areas that cannot be navigated without running aground, but the county report says you could get to the Eagles Nest for a safe harbor.

Weber continued that he has been told by Matt Kriese, Jeff Flynt and Tom Sieber that no tax dollars are going to be used, but that is already proven to be a lie. The county has sought and tentatively been awarded a grant from the DNR and that is taxpayer money. Weber asked Flynt and Sieber to provide documentation, i.e. minutes, that say there is not going to be any tax dollars used, but nobody can provide that.

This project would be at least \$5 million dollars and Weber asked how the county plans to come up with that money because the grant that has tentatively been awarded is in the amount of \$1.2 million dollars and that is just for land acquisition. Weber said it seems no one wants to answer this question and since the county is playing with taxpayer money he feels the question should be answered. He noted that there are three flood zones the county says they want to fix but they cannot come up with money and he questions how they can come up with the money for this ramp.

Finally, based on the number of boat registrations in the county, this ramp will serve 6% of the population and Weber does not think that justifies \$5 million dollars.

Following Weber's comments, Van Dyck clarified that the only thing that has come before this committee so far is the application for the grant and therefore, answers to some of Weber's questions do not exist because they have not been discussed as of yet. It would be difficult for Sieber to give any type of answer because it is not in his purview and further, the only thing this committee has taken up thus far is the request for the grant application. Everything else will come back to this committee at some point in time for discussion. All of the things Weber brings up will be discussed as time moves forward.

Consent Agenda

1. **Neville Public Museum Governing Board Minutes of February 10, 2020.**
2. **Audit of Bills.**

Motion made by Supervisor Landwehr, seconded by Supervisor Lefebvre to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

Library

3. **Library Report/Director's Report.**

Library Director Sarah Sugden provided the committee with a written report as well as a brochure outlining the Spring 2020 Library events, copies of which are attached. She spoke to her Director's Report and elaborated on the Tax Forms Outlet Program offered by the IRS and also spoke about the work that has been done by the Library's new Safety Officer.

A copy of the Library's annual report was also distributed to the committee, a copy of which is attached. This report is mandatory for all public libraries in the nation and contains data for the year. In Wisconsin this form is submitted to the Department of Public Instruction who then submits the information to federal agencies. The information contained in the report impacts the funding the library receives. Finance Manager Linda Chosa mentioned that all information collected by the DPI is available on the DPI website all the way back to 1996. She outlined the report which includes information regarding location, hours, registered users, cost of collections and circulation, size of collections, users, staffing levels and financial data.

Chosa pointed out circulation of e-books, e-audio and e-video was up 12% over 2018. Attendance per program increased 1% over last year. Circulation to adjacent county residents without a library increased over 2018 with the largest increase for out-of-county billing coming from Oconto County with the Town of

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Little Suamico residents using the Pulaski and Weyers – Hilliard Library. Chosa continued that the number of visits to the Library's website increased substantially over 2018. Sugden added that they would like to be able to collect data regarding the number of public wireless internet uses. As the number of people using the physical computers at the Library declines, they see people bringing in their own devices. They are working on being able to collect that data and that is part of the overall mission.

Landwehr mentioned he has not been able to use the computers or Wi-Fi when he goes to libraries in other counties and asked if there is a charge here for people from out-of-county to come in and use those amenities. Sugden responded that there is no cost and the network is open, but filtered as part of the Childrens' Internet Protection Act. Van Dyck asked if library staff is allowed to ask someone if they are from out of the county and then if they are, charge them for internet usage. Sugden feels that is probably not something DPI would allow, but she can look further into this and bring back information. Sugden also noted that it is not mandatory to have a library card to use the computers.

With regard to the increase in electronic circulation, Van Dyck asked about the physical circulation. Chosa informed physical circulation is down 70,000 from last year. He also questioned the square footage of 90,000 as that is only for the central location and Chosa responded that there is supplemental information that includes the square footage of all of the branches.

Van Dyck asked Sugden to provide a brief update on the East Branch. Sugden responded that they are currently in the process of securing funding to hire an architectural firm to provide preliminary plans and a feasibility study for a regional branch library model, similar to what is in De Pere, Howard and Ashwaubenon. The intent is to work with an architect the Library has worked with before and they are excited to get going and understand what the specific needs are for serving the east side and how to get there. They want to be ready for when the sales tax funding comes in 2021 so they can make good use of it. Sugden noted that they did just receive a petition from a group of residents on the east side who expressed their frustration and disappointment as to how long this has been taking and Sugden is glad they shared their feelings.

Landwehr referenced the bills the committee receives every month and questioned the charges for the electronic doors, specifically the one put in at the East Branch. Sugden said this was done at the East Branch in response to some complaints from library users that it was difficult to open the doors and she noted that the hardware installed for this is something the Library can retain.

No action taken.

Motion made by Supervisor Landwehr, seconded by Supervisor Suennen to suspend the rules and take Item 9 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, Item 9 was taken at this time.

Golf Course

4. Superintendent's Report.

Golf Course Superintendent Scott Anthes informed the cart lease came back at the end of January and Yamaha will continue as the golf cart lease provider for the next six years. They will be coming towards the end of the month to pick up the old carts and drop off the new ones. Anthes has been happy with the carts during the last six years and there have not been any problems. The new carts will have USB ports so people can charge their phones and use portable speakers.

Anthes continued that they finally got the Trout Creek stabilization project done earlier in the week. They have been trying to get this done for two years. They were able to stay on one side of the creek with the big

equipment and then use the skid steer on the other side. The project was paid for by the Oneida Nation due to the contract when they re-routed the creek. Anthes has also been informed that Oneida Nation is looking at doing more work on the creek upstream. Where the creek comes in under J is not a problem because there is a large culvert there, but there is a smaller culvert where it comes in under the railroad bed and they say that is preventing trout from getting into the rest of the creek so they are going to be doing some work on that portion. He does not know when the work will happen, but he will keep the committee advised.

Maintenance done at the golf course includes removal of trees that were overhanging the 12th green. The majority of snow has now been removed from the greens to let them start melting and open up and get some sun. Upcoming projects include the continuation of tree trimming and removal and getting the course cleaned up as soon as they can.

With regard to the restaurant, Anthes is still waiting for the contract from Administration, but they are very close to having this done. The person is getting in the space and getting things set up and moving forward. Golf course staff has been working in the clubhouse cleaning and doing things like painting and staining and fixing some plumbing and having beer lines replaced. There are a lot of things like inspections and licensing that need to be done and those things take some time but are moving along. The new person hopes to have the bar open by March 15 and be serving food when the course opens.

No action taken.

NEW Zoo and Adventure Park

5. Director's Report.

NEW Zoo and Adventure Park Director Neil Anderson reported that February has been a great month attendance-wise and numbers have surpassed last year's numbers as well as the previous year. He reported there are a number of projects going on right now. One of the biggest projects is replacing the fencing in the entire moose exhibit. He provided a handout, a copy of which is attached which shows the extent of the project. Anderson noted that during the last accreditation cycle the age of the high tensile wire was a concern as the wire had been put in in 1997. They have now decided to replace that wire with chain link. The project will be over \$60,000 and is being funded by the Zoo Society. They have also taken the opportunity to take some of the hazard trees in the exhibit down. The moose is doing well with all of this going on. There will also be a new whooping crane exhibit going in the same area.

Anderson also talked about the projects NWTC is doing for the Zoo. They are currently working on shelters for the Children's Zoo. They are building them at NWTC and they should be done in April and then Public Works will help with transporting the new buildings to the Zoo and getting them set up. They are also working on two care cabins that can be used by nursing moms or as quiet zones for anyone who needs to be in a quiet area for a little while. This is something a lot of zoos are doing. Anderson also met with the welding instructor and NWTC will be helping out with some welding projects in the future at several exhibits. The partnership between the Zoo and NWTC is a great experience for the students and also really benefits the Zoo greatly.

Anderson continued that the Zoo recently received a large donation from a trust fund that they were not expecting. The donation came from the Grace C. Ebert Revocable Trust. The Zoo was made aware that they were one of the organizations she left funds to, but did not know when or how much would be disbursed. The Zoo will recognize this donation on the Wall of Honor in the Mayan Food Court and if the family would like to have anything else done they will work with them on that. There were no restrictions on the donation as to what projects or exhibits it should be used. Some of these funds could be used for a train station that will be put in the Zoo for the new train that was donated by the Dahlin family. The train station would be a replica of the Big Suamico train station and they have had some plans drawn up by an architect.

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The Zoo will be working in conjunction with the Howard Suamico Historical Society to get some old photos depicting the history of the zoo and reforestation camp framed and put in the train station.

Anderson concluded by talking about sustainability of animal collections as this was a big topic at the Zoo Directors Policy Conference he recently attended. He talked about SSP plans (species survival plans) which basically plan the family tree of animals to have a sustainable captive population that could keep the genetic material they need for 100 years. There are over 500 of these programs, but about 80% of the programs are not making it. The industry is looking at roughly 100 species that are secure and if a zoo wants those animals they will be available and they will be looking at putting resources into zoos for one or two species of the zoo's choosing.

With regard to the work being done by NWTC, Van Dyck suggested Anderson think about having an appreciation day at the Zoo where students could come in with their families to show them the projects they have worked on. Anderson will think about this and said the partnership with NWTC is a very good one. Landwehr suggested that we look at using NWTC students when it comes to lighting and things of that nature at the campground.

No action taken.

Parks Department

6. **Director's Report.**

Parks Director Matt Kriese reported the Fairgrounds restroom facility and waste disposal station project has been posted as project #2376. Bids are due by March 3 and then an A and E firm will be selected to do the design. At this point it appears that cash flow will work to begin construction in October of this year. Kriese provided a masterplan schedule for this project, a copy of which is attached and noted that the schedule is subject to change. It is anticipated that the project would be complete by spring of 2021.

Kriese continued that there is also an RFP posted for a beer garden operation that is due March 9. They are seeking vendors to operate a beer garden at Pamperin Park and the Museum. They are asking what commission vendors would offer the county as well as what they would do to assist building users at the park, such as bringing in a band, bringing in park games or food trucks. Suennen asked if Kriese has contacted the municipalities involved regarding liquor licenses and things of that nature. Kriese responded that he has and what they would need is temporary licensing and he understands that all of that would need to be ironed out. Landwehr asked if there has been any talk with On Broadway about this for the Museum. Kriese said he will let Museum Director Beth Lemke speak further to this with regard to the Museum and noted that the county would have full control to accept any proposals if they are received. He will continue to keep this committee updated on this.

Continuing with his report Kriese said there are some small improvement projects happening at Bay Shore such as countertop and sink replacements. Parks also just signed an aquatic invasive species partnership with Fox Wolf Watershed Alliance. There had not been any AIS oversight in Brown County but all the counties around us had that oversight. Fox Wolf Watershed Alliance will be going after grants and will maintain the whole program; we are just allowing them to come into Brown County to do their AIS work.

Ski trail grooming continues three to five days a week at Reforestation Camp and a little less frequently at the other parks. Kriese continued that equipment maintenance continues, but they are down one John Deere Gator that went up in flames several weeks ago and is a total loss. Staff was using the Gator when it sputtered a little bit like a fuel break and then shut off. There were flames coming from under the bed and staff grabbed the extinguisher but it was not safe to go in and was fully engulfed. There will be a budget adjustment later on the agenda to replace the Gator.

Work is continuing on flood mitigation at Pamperin Park and they are prepared for whatever spring brings. Staff is also working on the Wisconsin Park and Rec Association Conference which will be held in Green Bay in the fall. Snowmobile trails were open for a week or two which brings a lot of revenue into the communities in the area.

Kriese concluded by saying that Lefebvre had asked at the last meeting how many cars came through the Fairgrounds for the holiday light show. He informed the final count was 7557 cars.

With regard to spring flooding, Van Dyck asked if any thought had been given to having some equipment staged at Pamperin Park ready to go in the event it is needed. Kriese said this is a good point and recalled last year getting equipment was a bit of a scramble. He said he has talked to Public Works Director Paul Fontecchio about this and was advised the county does not have equipment that will reach across the stream. When there is flooding, the ice dams up and the ice is spread out sometimes 100 feet and you cannot get through the large ice shards to get to the point that is going to make a difference which is typically right at the bridge. Kriese continued that the Bay is locked up and the rivers are locked up so if we clear one bridge, we need to clear every bridge and ultimately the Bay. The best scenario would be a strong south wind to blow the ice north, but that is not likely to happen.

No action taken.

Museum

7. **Director's Report.**

Museum Director Beth Lemke started by talking about their partnership with On Broadway that Landwehr referenced earlier regarding the beer gardens. The Museum's relationship with On Broadway is very strong and talks about beer gardens have been going on for a long time. Lemke noted that even if a vendor comes forward, the Museum does not have to participate, but they don't want to be excluded either. The Museum will be partnering with IgNight Market again this year and the July 18 date will be happening on Museum Place. Lemke continued that they are working with On Broadway for Fire Over The Fox and noted that Brown County is observing the Fourth of July on July 3. This will work better for the Museum because there will be less density during the earlier part of the day. Lemke also talked about the cruise ships coming to the Green Bay area and noted that the Museum is one of the four venues that have been selected for shore excursions. The cruise ships will be coming into Leicht Park on Tuesdays or Saturdays and passengers can disembark and then there will be a bus route that will go to the different venues. The Museum gets paid for each time the ships dock and this will be extra revenue which will be helpful to the Museum's budget. Also on the subject of partnerships, the Museum continues to work with UW Extension on summer programming on events like Parkeology in May and September.

With regard to the core gallery project, Lemke informed Blue Waters still needs to come back one more time for some tweaks and adjustments and they are sending someone next week to take care of these things. There is a lot of custom glass in the space and local partners will also be on hand to work with Blue Waters on some glass issues. They are watching and living in the space as the artifacts are being installed so they are able to notice these things. The exhibit technician is doing all of the custom mounts for the exposed collection and Lemke noted the security screws needed for the acrylic are not working so there may need to be some more drilling to the sheet metal which Blue Waters is responsible for. Now the specialty contractors will be coming in to do very specific work and she talked about a mural across from the mastodon that has never been cleaned. A contractor is coming in to clean the mural and seal it and then a frame will be built around it. Lemke also noted they are working with a local artist on a hand painted mural behind the canoes and this artist will be on sight soon. If the project moves forward the artist will be painting in real time. As the Museum crew goes through the space they are working on a number of little parts and pieces to be sure the experience is rock solid when it opens. She invited the committee to stop by if they desired to see how things are going.

No action taken.

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Action Items

8. **Communication from Supervisor Van Dyck: Amend Chapter 2 of the County Code of Ordinances, Section 2.07 (Planning, Development & Transportation Committee) and Section 2.11 (Education and Recreation Committee), changing the oversight committee for U.W. Extension from PD&T to Ed and Rec Committee. Referred from February County Board.**

Van Dyck informed this same communication went before Planning, Development & Transportation Committee earlier in the week where it was received and placed on file. He would like this committee to approve this and pass it on to the next Executive Committee meeting for consideration. This came about when Van Dyck was reviewing Chapter 2 for the Executive Committee changes he will be proposing. He said the mission statement of the Extension is that staff teach, learn, lead and serve, connecting people with the University of Wisconsin and engaging them and transforming lives in communities. The program description also references "education" a number of times. The Extension is part of the county's Community Development Committee which consists of the museum, golf course, library, parks and zoo. Extension does not meet with the other departments that report to PD & T. There is definitely an agricultural connection and that was part of PD&T's concern, but the Extension has expanded far beyond agricultural-related topics. There is a lot of collaboration between the Extension and Parks, the Museum and Library which is why Van Dyck feels putting the Extension under Ed & Rec is a natural fit. He said he will definitely take Judy Knudsen's feelings into consideration on this and noted she will likely be bringing forward her thoughts at the next Executive Committee meeting.

Landwehr agreed with Van Dyck in that UW Extension is obviously education related. He added that PD & T meetings tend to be pretty long and bringing the Extension over to Ed and Rec may help balance out the work loads of all the Committee. He feels Ed and Rec would be the logical place for UW Extension to be.

Motion made by Supervisor Suennen, seconded by Supervisor Lefebvre to approve change and forward to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Communication from Supervisor Deneys: To consider waiver for Mountain Bay Trail fee for the Pittsfield Community Day, May 30, 2020. Referred from February County Board.**

Supervisor Deneys informed he has been working with Matt Kriese on this. He said one of the things they want to do in conjunction with Pittsfield Community Day is work with the new Capital Bank that is on the Mountain Bay Trail in Pulaski to get people to come back and forth to Pittsfield on the trail. Deneys hopes a one day waiver would encourage use of the trail. Kriese said there are no issues with this from the perspective of the Parks Department at all. He mentioned the resolution approved a number of years ago that says people or organizations that ask for fee waivers can do some volunteer work on the trail sometime throughout the year and Deneys indicated that the Parks Committee was interested in that. Deneys said a business expo will be taking place in the Community Center during the event and noted that Kriese could come out and sell trail passes if he desired and the table fee could be waived. Landwehr suggested that Parks put out an announcement on the community calendars to let the public know about the fee waiver for this event.

Motion made by Supervisor Lefebvre, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **Museum - Temporarily Waiving Neville Public Museum Attendance Fees for Three Days in June 2020 to Celebrate the Public Grand Opening of the Renovated Core Gallery.**

Lemke informed she pulled statistics from 2014 to 2019 and this weekend is the slowest weekend in June. The core gallery has been closed for a year and the public is waiting to see the space. Lemke feels if they do a media release it would help inform the public that the core gallery is done and the Museum is giving back to the community with free admission. They would also talk about the free Wednesdays in the media

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release and Lemke added that from July through December they plan on offering special Curator and Director led tours with behind the scenes information which would bring in additional revenue.

Motion made by Supervisor Suennen, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Parks – Request for Approval – Award Project #2356 (Barkhausen Restroom addition) to Blue Sky Contractors in the amount of \$283,403.**

Kriese informed this came in under budget and they have had a pre-award meeting with the proposed contractor and went through some fine details and Kriese is comfortable with the bid.

Motion made by Supervisor Landwehr, seconded by Supervisor Lefebvre to approve bid of Blue Sky Contractors in the amount of \$283,403 for project #2356 – Barkhausen restroom addition. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Parks – Fee Waiver Request: 4-H Horse Association is requesting fee waiver in the amount of \$300 (\$100/day for use of the horse arena at the Fairgrounds for June 27, July 15 & July 25, 2020.**

Carol Dubois with 4 H was introduced and in attendance to answer any questions the committee had.

Motion made by Supervisor Landwehr, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. **Parks – Budget Adjustment Request (20-019): Any allocation from a department's fund balance.**

This budget adjustment is for replacement of the Nordic ski trail groomer Kriese talked about earlier. The utility vehicle located at the Reforestation Camp started on fire on 02/18/20 and is a total loss. A new groomer is necessary to continue to maintain the Nordic trails as expected by skiers. Ski trails and grooming units are maintained and funded through a segregated account funded by trail pass dollars.

Motion made by Supervisor Landwehr, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. **Parks – 2019 to 2020 Carryover Funds.**

Motion made by Supervisor Suennen, seconded by Supervisor Lefebvre to approve. MOTION CARRIED UNANIMOUSLY

Other

15. **Such other matters as authorized by law. None.**

16. **Adjourn.**

Motion made by Supervisor Suennen, seconded by Supervisor Landwehr to adjourn at 7:06 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

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PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on January 16, 2020 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI (Arrived 5:30 pm), KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, JAYME SELLEN, and JOHN VANDER LEEST (arrived at 5:50 pm)

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Curt Beyler, Al Hughes, and Emily Claflin (staff). H. James Smet (COVO).

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Aubinger, seconded by Pletcher, to approve the modified agenda and minutes. Motion carried.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Jayme Sellen was welcomed to the Board. Jayme works for Fox Cities Chamber. She previously worked for the Greater Green Bay Chamber of Commerce and former County Executive Tom Hinz. Also introduced were Emily Claflin from the library's Circulation Department and Al Hughes, the library's new Safety Officer. Running commented that he attended the meet and greet with Hughes and thinks she will be a great asset to the library. Hughes commented that in her first days she has been doing a lot of listening and learning, is working with the Administration team, and has sent a safety survey to staff. Hughes hails from Slinger, WI and has been in the Wisconsin Army National Guard for 10 years. She has settled in Green Bay, loves the library, and is interested in creating a safe environment for patrons and staff.

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

No report. Financial reports will be distributed once the financial books are closed towards the end of February or possibly in March.

Motion by Anderson, seconded by Sellen, to receive and place on file the December 2019 Gifts, Grants and Donation report as follows:

Brown County Library Gifts, Grants & Donations Report December 2019			
Gifts & Donations			
12/4/2019	D. Smith	100.00	Memorial J. Fiddelke
12/4/2019	R. Esson	500.00	Large Print
12/4/2019	A. Kapitz	1,500.00	Foundation & SW
12/4/2019	Friends of the Brown County Library	1,883.80	Events & Programs Supplies
12/11/2019	J. Bonacci & Family	300.00	Memorial J. Fiddelke
12/19/2019	BCL Foundation	5,000.00	Director Relationship Development
12/19/2019	Wochinski Family Foundation	5,000.00	Youth Classes & Events
12/19/2019	Friends of the Brown County Library	1,622.12	Events & Programs Supplies
12/19/2019	A. Petruska	25.00	General Needs
12/23/2019	Jenson	100.00	General Needs
12/31/2019	L. & K. Anderson	1,000.00	Kress & General Needs
12/31/2019	M. Hoff	100.00	General Needs
12/31/2019	M. & J. Robinson Family Foundation	2,000.00	Library Programming
12/31/2019	M. Magistro	200.00	SW Memorial B. McKeough
12/31/2019	J. & D. Belschun	25.00	Weyers-Hillard
12/31/2019	R. & D. Gerstner	50.00	Weyers-Hillard
12/31/2019	United Way Jeans Day Collections	120.00	For United Way
12/31/2019	D. Keyzer	25.00	General Needs
12/31/2019	L. Sanderfoot	100.00	General Needs
12/1/2019	Ashwaubenon	108.70	Donation Box
12/1/2019	Bookmobile	2.00	Donation Box
12/1/2019	East	30.84	Donation Box
12/1/2019	Denmark		Donation Box
12/1/2019	Weyers-Hillard	192.74	Donation Box
12/1/2019	Customer Service	69.82	Donation Box
12/1/2019	Kress	82.76	Donation Box
12/1/2019	Pulaski	6.10	Donation Box
12/1/2019	Southwest	39.27	Donation Box
12/1/2019	Wrightstown		Donation Box
	Total Donations	\$ 26,183.15	
Federal & State Grants			
12/1/2019	Nicolet Federated Library System	\$ 7,500.00	RLA Coll Dev
12/13/2019	Nicolet Federated Library System	\$ 6,562.50	Collection (4/4 pymt)
12/31/2019	Nicolet Federated Library System	\$ 7,500.00	RLA Coll Dev
	Total Grants	\$ 21,562.50	

Motion carried.

UPDATE ON STATE DEBT COLLECTION PROCESS

Chosa reported that the SDC contract was signed and submitted prior to Christmas and is in processing. The library will be contracting with Lexus Nexus – the same skip tracing agency that the court system uses. They do batch processing and are more affordable than other companies are. The request to DoTS for a hard drive for secure transmittal of social security numbers is in queue. Approximately 2000 accounts will be sent. These are individual accounts returned from collection with a balance over \$50. The sum total is approximately \$300,000. Letters will be sent and patrons will be given 60 days to return materials once updated addresses are received.

FACILITIES UPDATE

No report.

PERSONNEL UPDATE

New hires include Alexandria (Al) Hughes as Safety Officer; Anna Hartshorn as full time Library Associate at the Southwest Branch who will help with children's services; and a LTE Library Associate at the Denmark Branch. Open searches include Youth Services Manager, Circulation Clerk, Circulation Associate, and a couple more LTEs. Rogers and Karla Giraldez (Ashwaubenon and Southwest Manager) conducted Compassionate Conversation training for NCLS libraries in Door County. They plan to apply to present at the WAPL conference at the end of April in Oshkosh. Rogers and Chosa worked together to close out rollovers with county as they relate to employee allocations. This takes the library longer because the library operates on a different accrual system. This actually poses an inconvenience to county. Access to Ryan Dowd's homelessness training is now funded by the Department of Public Instruction so staff will continue to have access. Responding to Van Dyck's question, the staffing level is budgeted at 85% - the same as rest of the county. Rodriguez asked how BCL compares to other libraries in relation to turnover. The library's turnover is very similar to other libraries.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the New Year is off to a good start. Most recently, the library was recognized by the Governor's Office as the recipient of the Governor's Financial Literacy Award. Karin Adams, Youth Services librarian at East Branch serves on the Greater Green Bay Money Smart Week Coalition along with Amanda Young from the Weyers-Hilliard Branch, and through that committee, Karin planned the "Financial Literacy Free Day," at the Children's Museum of Green Bay during Money Smart Week in April 2019. Financial support was provided by the Friends of BCL and Fox Communities Credit Union. This event included free admission to the museum and a variety of educational activities on early learning financial concepts. The award recognizes individuals and organizations for excellence in increasing financial literacy among Wisconsin citizens. An award ceremony will take place at the State Capitol sometime in the near future.

The artwork on display is that of artists who belong to the Green Bay Art Colony. It has been several years since they have displayed at the library so the library feels fortunate to showcase their talent!

The Friends applied for and were selected to be one of the local non-profits who will benefit from Give Big Green Bay. This is a 24-hour online giving event sponsored by the Greater Green Bay Community Foundation and the Green Bay Packers. Online donations can be made to support the Friends from Noon on February 18 until Noon on February 19.

After just two meetings, the Website Re-design Task Force has nearly finalized a layout for a new website and is working on what content to keep and to exclude. Again, the goal is to create a website that is useful, effective in meeting the needs of our library users, easy to navigate, accessible, and aesthetically pleasing.

DISCUSSION AND POSSIBLE ACTION REGARDING SALE AND PROMOTION OF GOODS AND SERVICE POLICY

Motion by Running, seconded by Meli, to approve the revised Sale and Promotion of Goods and Services Policy as presented.
Motion carried.

DISCUSSION AND POSSIBLE ACTION REGARDING PARTNERSHIP AGREEMENT/MOU WITH UNTITLEDTOWN, INC. (UTT) UTT is 501(c)3 organization running the UntitledTown Book and Author Festival. UTT was previously presented as a library program but there was no recognition of the library. Sugden has been meeting with the organizers and the board in an effort to understand the library's role. The library is interested in being part of the festival. The MOU outlines what the library is providing and what UTT will provide. The Friends of the Brown County Library have provided funding since its inception. UTT is asking for funding again. The Friends' mission is to support the library so the partnership between the library and UTT is important. Running asked about UntitledTown's board composition. It is a citizen's board. Pletcher noted that the library is seeking recognition not funding. It has been murky and it is time to have a MOU so expectations are clear. Having a staff member on board makes sense. Van Dyck agrees with the proposed MOU since the UTT Festival was previously portrayed as a library program. The Friends have donated \$75,000 over the last three years. Meli suggested the addition of a hold harmless clause and other boilerplate language. Anderson will provide that language to add to the MOU. It was also recommended to re-phrase a section to include that BCL will facilitate any

UntitledTown funding request to the Friends of the Brown County Library. Motion by Pletcher, seconded by Rodriguez, to approve MOU with UntitledTown, Inc. with minor changes discussed and including hold harmless language. Motion carried.

DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSAL FROM HGA (East, Ashwaubenon, and Pulaski Branches) HGA

Architects has prepared numerous reports based on several studies. Van Dyck gave a brief history of the relationship with HGA. It will be important to have some kind of footprint to aid in moving forward. The B.C.L. Foundation is interested in funding this proposal. Intention is to re-engage HGA and hone in on options. Sugden stated that the sales tax monies start coming in in 2021. Anderson, Aubinger, and Sugden will be meeting with Ashwaubenon leaders about a future library. Vander Leest questioned why Pulaski was part of this proposal as there had been past action that did not include Pulaski as priority. Meli wondered why there is discussion about Pulaski at all. Vander Leest noted that the Shawano reimbursement is gone. As far as he is concerned, Pulaski needs to come to the table. When the printery building project fell apart, a Pulaski library was no longer a priority. Currently Pulaski Area Community Education, (PACE) is interested in sharing space. HGA's work just gives a plan. It does not commit the Library Board. Van Dyck thinks we have leeway on where Pulaski falls in the funding pool. This proposal is more information gathering. Aubinger asks about future funding requests for Ashwaubenon and Central. The board needs assistance with design services. Meli noted that if this is done, the board better be prepared to see it through. Rodriguez thinks the board needs to be very careful to do something for the areas that need it the most – the library needs to provide services in a better way. Van Dyck thinks that once the study is finished the price tag may be more than what people expect. Sugden commented that Pulaski is a community that really cares about their library and understands the positive impact a library has. They really want this to happen. Group of citizens have found a partner in PACE. The investment in the facility benefits the library. A funding gap (resulting from the loss of out-of-county payments from library service) was discussed with the B.C.L. Foundation and they are willing to be involved in fundraising initiatives.

Van Dyck reiterated that the board is not funding HGA's work and their proposed numbers represent "not to exceed" fees. The Board could cut back on Pulaski or cut it out completely. The scope of the study could be cut back as to just get an idea with a rough dollar amount. Regarding the East Branch study, HGA has done this before so the outlined cost is lower. East's footprint will have two options - a branch that include library administration or a branch alone. Van Dyck's hope is that 75% of the work will ultimately be done for Ashwaubenon after doing this study because the needs are similar. East would be a regional branch with ability/option to add on Administration. Meli asked, in this scenario, where the flagship branch would be located. Central would remain the largest in programming and space. Van Dyck stated that East would be more on par with Kress and Weyers-Hilliard. The Administration add-on could potentially go to Ashwaubenon.

Vander Leest stated that you need to give the consultant parameters so the end result is not way out of whack. Meli questioned why there would be so much dedicated to Pulaski. Rodriguez warns that once you start a project you have to finish it and cautions about Pulaski. Vander Leest thinks Pulaski should be told that only a certain amount can be contributed. Anderson does not see doing this study as a commitment to Pulaski. Meli thinks it is building an expectation that will have to be followed through on. Running is in favor of the feasibility study but it needs and a budget framework to use as parameters.

Van Dyck is concerned with timeline. He feels six months is too long to conduct the proposed feasibility studies. Within 4-6 months window, HGA's services may be needed for Central. He would like to focus attention on the East Branch for now. Van Dyck proposed to go back to HGA and ask to strike branch names and call it a Regional Branch Study with Add-on for Administration and request a faster timeline. Sugden has told Pulaski that the board will distribute funds in an equitable way. Van Dyck will talk to the County Executive regarding letting Pulaski know about priorities and cash flow as well as the possibility that Pulaski would not happen for a few years. Discussion on Pulaski can resume after the regional branch study is complete.

Motion by Meli, seconded by Vander Leest, to recommend to the B.C.L. Foundation that they hire HGA to do a regional branch study only that includes an add-on for Administration and ask HGA to revise their quote accordingly and tighten up timeline to less than 6 months. Motion carried.

PRESIDENT'S REPORT Van Dyck gave guidance for meeting with Ashwaubenon leaders. The library is not in the position to take the lead on a redevelopment project.

LIBRARY DIRECTOR'S REPORT In addition to the written report, active shooter training at individual locations and Bookmobile will be scheduled. There is an urgency in the county to do this soon. Sugden recommends conducting training when the library is closed to allow staff to fully participate. Training is about 2 hours long. Sugden will seek Van Dyck's authorization to close the library.

Sugden, Lagerman, and Clare Kindt (Collection Development Manager) are meeting with representatives from the airport to talk about serving the reading habits of travelers and to discuss opportunities to partner.

The library received a complaint from a patron indicating that she thought the library was not supportive of nursing/pumping mothers. A Southwest Library patron was unhappy with options. Every location is different and poses different hurdles but Administration is looking at system-wide solutions.

Running complimented the Library Report compiled by Lagerman. A letter/resolution from the Library Board to the Friends demonstrating their gratitude and thanks for their support was suggested. Anderson would like to tour the branches.

OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session **Motion** by Anderson , second by Pletcher , to move into closed session at 7:08 pm. **Roll call vote:** Aye: Sellen, Aubinger, Pletcher, Rodriguez, Running, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

CONVENE INTO CLOSED SESSION pursuant to Wis. Stat. § 19.85(1) (c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director Goals Review.

RECONVENE IN OPEN SESSION: Motion by Anderson, seconded by Pletcher, to reconvene and approve any action recommended in Closed Session at 7:52 pm. **Roll call vote:** Aye: Sellen, Aubinger, Pletcher, Rodriguez, Running, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

Motion by Running, seconded by Rodriguez, to approve the recommendation of the Personnel Committee regarding the 2020 goals for the Executive Director. **Motion carried unanimously.**

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT Motion by Anderson, seconded by Meli, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:56 pm.

NEXT REGULAR MEETING:

February 20, 2020

5:15 p.m.

East Branch Library

2255 Main Street, Green Bay

Respectfully submitted,

Sue Lagerman
Recording Secretary

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES. CONNECTING GENERATIONS.
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, March 9, 2020 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Erik Hoyer, Bernie Erickson, Sandy Juno, Paul Ballard, Kramer Rock and Alex Renard by phone
ALSO PRESENT: Kevin Cullen, Kasha Huntowski, and Beth Kowalski Lemke
EXCUSED: Kevin Kuehn

CALL MEETING TO ORDER

1. Vice Chair Erickson called the meeting to order at 4:37PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Erik Hoyer and seconded by Sandy Juno to approve the agenda.
3. **Museum Director Report.** Museum Director Lemke updated the Board on Bluewater's last visit, the cleaning and sealing of a mural, the design elements to be approved for the escarpment wall and diorama as well as a custom mural by a local contemporary artist. She shared much work still needs to be accomplished however; the gallery will be ready to open this summer.

Museum Director Lemke shared the draft resolution for the support of the American Alliance of Museums Reaccreditation Core Document Review process that will appear in front of Education and Recreation March 26, 2020 and County Board April 21, 2020.

Regarding outreach and advocacy, Museum Director Lemke requested the Board participate in the Why Do Museums Matter Neville Public Museum survey. She informed the Board that the data would advise the strategic direction forward for temporary gallery exhibits, special exhibits, programming and future partners.

Museum Director Lemke reported that FY 2019 has not officially closed. Based on the June 2019 reforecast and preliminary review she expects the shortfall due to renovation to be close to her estimated amount. Discussion ensued, no action taken.

4. Such other matters as authorized by law: Museum Director Lemke shared with the Board that the Best of the Bay voting is open and that the Neville Public Museum is in two categories: Tourist Attraction or Landmark under Green Bay 101, and Museum or Art Gallery under Entertainment. She asked the Board to share the link and Facebook post with their network. <http://pressgazette.secondstreetapp.com/Best-of-The-Bay-2020/>

The next scheduled meeting of the Neville Public Museum Governing Board will be April 13, 2020 (Vice Chair runs meeting). **2020 meeting dates are as follows:** May 11, 2020, July 13, 2020, August 10, 2020, September 14, 2020, October 12, 2020, November 9, 2020, and December 14, 2020. Discussion ensued, no action taken.

5. **Adjournment.** Vice Chair Erickson, called the meeting to an end at 4:55 PM. Motion made by Paul Ballard and seconded by Sandy Juno to approve.

March 2020



Matt Kriese

920-448-4464

920-613-6197

Matt.Kriese@browncountywi.gov

Director's Report: Education and Recreation Committee, County Board of Supervisors

Month at a Glance (February)

- Use of our Maintenance Care is in full swing. All staff have been trained and are effectively putting the program to good use.
- The Green Bay Duck Hunter's Association had their annual work day. During their work day they checked and prepared wood duck boxes and mallard nesting cylinders at Barkhausen for the upcoming nesting season. They also completed building the hayride wagon they started last year using the hay wagon frame they donated.
- Firewood vendor was selected and approved.
- Staff met with Blue Sky Contractors, LLC to review the expectations of the Barkhausen Restroom addition to assure that all parties were on the same page.
- Staff met and discussed collaborating on a "Brown County Market" to be held at the Fairgrounds this spring.
- The Beer Garden RFP was published this month and a scoring committee will be developed to review any proposals that are received.
- The Wisconsin Park and Recreation Section hosted a work day at BCI Burke in Fon Du Lac where staff were able to attain continuing education credits while also learning about accessible playgrounds and touring the factory.
- Friends of Neshota Park hosted a very successful night hike and will be looking to do it again next year after such a positive community response was received. Kudos to that group for a job well done!
- As we are gearing up for summer: boat, horse, mountain bike, dog park, and State trail passes were verified as sales began.

Grounds, Buildings & Trails

- Grooming of ski trails, fat bike trails and plowing continued to occur as necessary.
- Staff researched new groomer options in light of the Gator fire.
- Staff continue to inspect and remove hazard trees from park properties.
- Summer preparedness continues as equipment is inspected and readied for the season.

Spotlight on Programming

- The Candlelight Hike had lower attendance this month due to the cold weather (single digit air temp with slightly below zero wind chill later in the evening). All the feedback was positive and staff have a great system in place to easily set-up, take-down, and store the materials needed. Weather is the obvious important factor in determining how well attended these programs are.
- The evening snowshoe hike was well attended given there was not enough snow for snowshoeing. Staff led a hike through different areas of the park many people have not been to, and talked about animal tracks while using owl and coyote calls to get them to respond. Hot chocolate and s'mores were offered when they returned to the lodge. Simple program, but very well-liked by the public.
- The ski trails were in excellent condition several times this month.
- The Hands on Deck program of Sloyd Carving had full attendance and went great. Mark Hawkin's, from Hands on Deck, was very happy with the turnout and how the program went. There are two more programs he will be doing this year and is already thinking of different ones to do next year.
- Barkhausen School programs went well with only one date open in February and no school cancellations due to weather. Staff had a one week break to put away winter program materials and setup for March's maple syrup programs.
- Barkhausen's Snowshoe rentals were steady overall with several weekends very busy with fresh snow.

Commercial Events

- The Cellcom Green bay Marathon held its kick-off planning meeting.
- The Reforestation Camp hosted "Fat Camp" a fat-tire bike race.
- Meetings were held at the Fairgrounds for commercial event property users to develop and strategize for those organizers summer events.
- The schedule of commercial events at the Fairgrounds is mostly filled with multiuse of the property to better serve different users groups.

Upcoming Events

March

- | | |
|----|---|
| 14 | Bluebird House Workshop |
| 18 | Sweet Spring Break Maple Syrupin' Day - CANCELLED |
| 21 | Bluebird House Workshop - CANCELLED |
| 25 | Sweet Spring Break Maple Syrupin' Day - CANCELLED |
| 28 | Maple Syrupin' Public Day - CANCELLED |

April

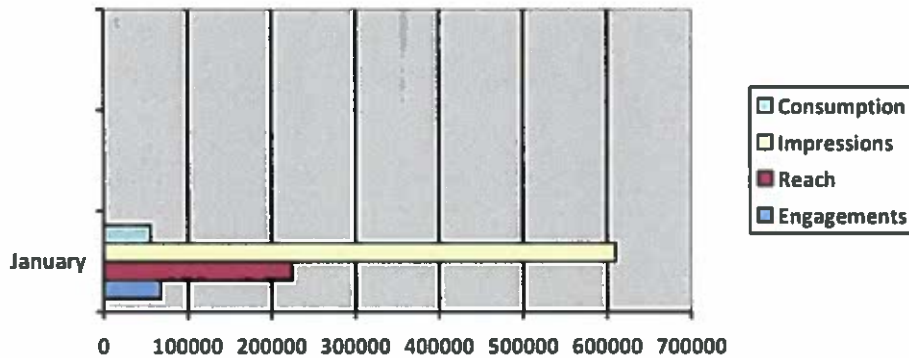
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|----|--|
| 5 | Skunks at the Park - Hosted by the Friends of Neshota Park - CANCELLED |
| 11 | Dog Park Easter Egg Hunt - CANCELLED |
| 18 | Bat House Workshop |

May

- 2 Keepsake Boxes
- 9 Oriole Feeder Workshop
- 16 Parkeology: Lily Lake

Facebook Engagements

Data through February 29, 2020.



Consumption: The number of clicks on any of our page content.

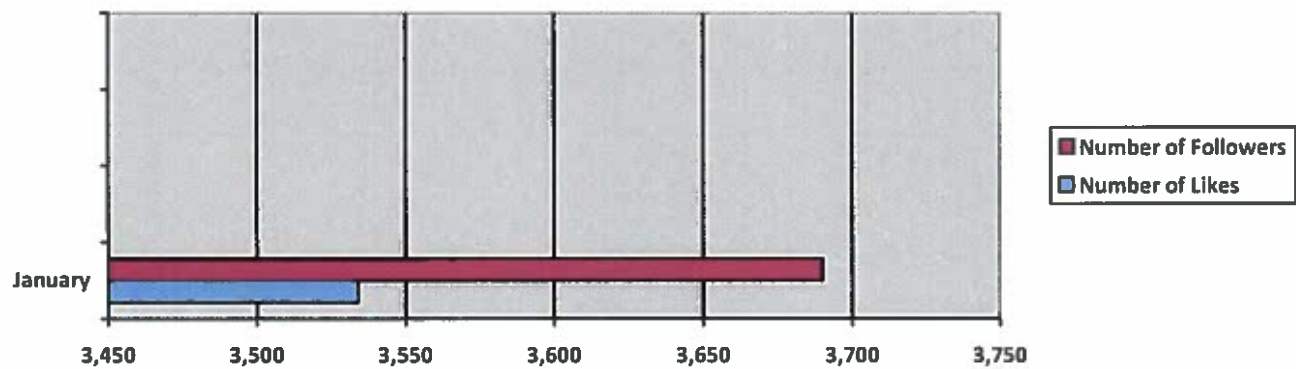
Impressions: The number of times any content from our page or about our page entered a person's screen.

Reach: The number of people who had any content from our page or about our page enter their screen through unpaid distribution.

Engagements: The number of people who engaged with our page.

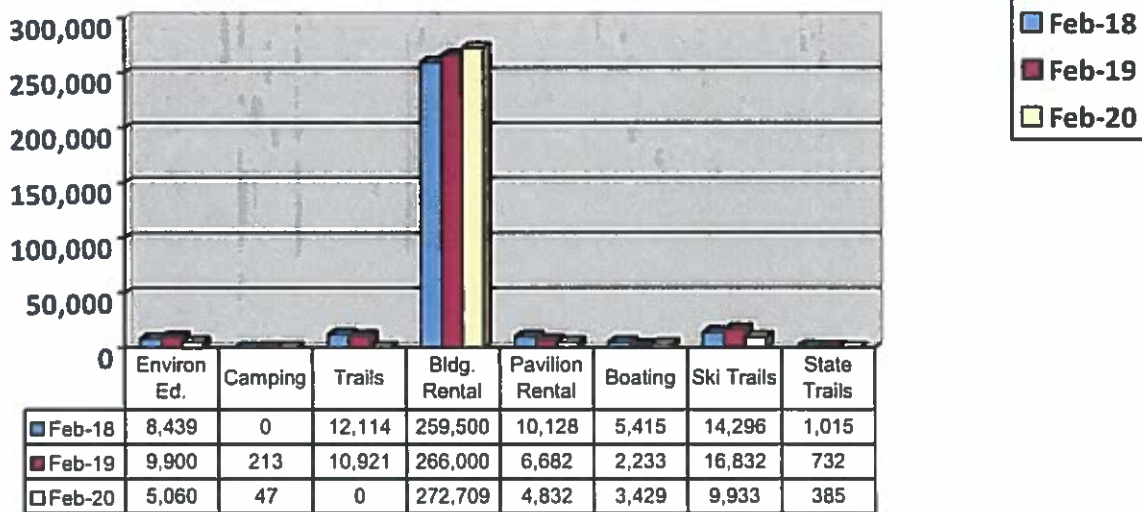
Facebook Number of Likes and Followers

*Note: Data through January 31, 2020.



Brown County Parks Revenue Comparison

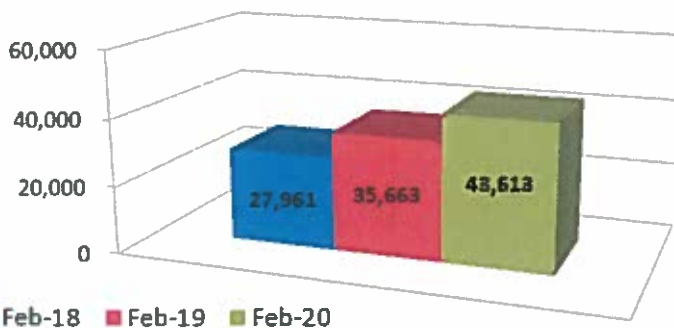
*Numbers are not final or audited



Park Attendance by Location

BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

Park Location	February-18	February-19	February-20
Barkhausen	6,208	12,055	12,248
Bay Shore Park	2,444	506	695
Brown County Park / Dog Park	1,413	0	6,739
Fairgrounds	805	335	446
Fonferek's Glen	1,000	733	3,261
Fox River Trail	2,829	0	3,705
Lily Lake	1,315	856	670
Mountain-Bay Trail	345	0	963
Neshota Park	1,270	789	1,382
Pamperin Park	4,170	3,041	3,370
Reforestation Camp	5,734	16,853	9,603
Suamico Boat Launch	140	0	0
Way-Morr Park	0	0	0
Wequiloc Falls	288	495	531
Monthly Grand Totals	27,961	35,663	43,613



PARKS

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054 WEB: www.browncountyparks.org

DIRECTOR

Media Release: March 16, 2020

Brown County Parks Takes Precautionary Measures to Minimize the Spread of COVID-19

(Brown County, WI)~ In response to the Coronavirus 2019 (COVID-19) pandemic, Brown County Parks will be taking necessary steps to protect the health and safety of our visitors and doing our part to assist with minimizing the spread. We are monitoring developments around this issue, and will continue to implement best practices and directives from Public Health officials, Brown County Administration, State and Federal agencies, and will continue to inform park users and visitors to future changes related to all of your Brown County Parks.

Beginning Tuesday, March 17, 2020 at 8:00 a.m. the following will take effect:

- Park office will close to in person visits
 - Please call the office at 920-448-6242 or use our online email contact at www.browncountyparks.org
 - Most services can be addressed through virtual services or a phone call
- Nature Center at L.H. Barkhausen Waterfowl will be closed to public visitors
- Events and Shelter Rentals will be cancelled
 - Pre-registered participants/renters will be notified soon
- All park and trail buildings, including restroom buildings, will be closed
 - Parks and trails remain open
- Users are encouraged to use our online system to purchase daily and annual trail passes, boat landing permits, dog park passes and other facilities requiring a fee

These steps are effective March 17th at 8:00 a.m. and will be in place until further notice. At this time all trails and parks remain open to the public, and all staff continue to report to work.

"These steps are important as our community and state are going through a trying time", Parks Director Matt Kriese said. "Parks have always been a natural escape for us and the changes the department has enacted will continue to allow access to your public lands at this time. While enjoying the parks it is best to practice social distancing."

PARKS

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



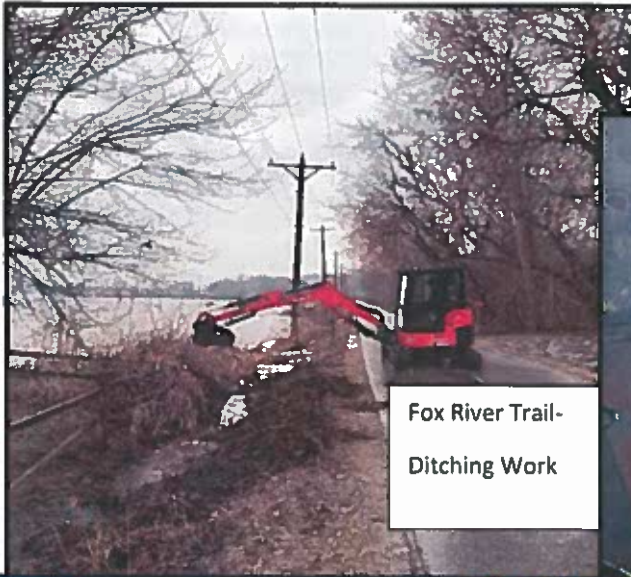
Matt Kriese

PHONE: (920) 448-6242 FAX: (920) 448-4054 WEB: www.browncountyparks.org

DIRECTOR

-End

March 2020 Parks Pic's



Fox River Trail-
Ditching Work



Pamperin Park—
March 10, 2020
Inside Flooding



Pamperin Park—
March 10, 2020
Grounds Flooding



COVID 19
Educational Signs

April 2020 Agenda



Matt Kriese
Parks Director
920-448-4464
920-613-6197

Matt.Kriese@browncountywi.gov

Director's Report: Education and Recreation Committee, County Board of Supervisors

Month at a Glance (March)

- On March 17th the department released the first press release which changed operations due to COVID 19.
- March presented our parks with an opportunity to shine in times that have been otherwise confusing and stressful. With the "safer at home" order, coupled with schools temporarily closing, non-essential workers off the job and many businesses closed, we have seen an influx of users to our parks. This may worry some as we try to find the balance of social distancing while being that outlet for people to get outside and be active.
- Our Parks department acted swiftly to take advantage of the situation. We increased our social media presence and used it as an education piece and also immediately placed light-hearted, but to the point, signage in all of our parks.
- It was not an opportunity any one of us was expecting, but we have been making the best of it in organizing projects that were otherwise on the back-burner (while maintaining distance and every new/old safety procedure) and truly reveling in seeing so many others appreciate their county parks like we do every day.
- Barkhausen's Maple syrup season started right away in and went very well with 13 gallons of syrup made by March 13th. On an average year, 10 gallons is made for the entire month. The improved evaporator purchased several years ago has definitely helped with increased production, but the main factor in good years is the weather. With the COVID-19 closures and precautions the season was wrapped up on March 16th. With no schools able to come out for field trips or public programs there wasn't a need for more syrup to be made and it allowed staff time to get materials cleaned up and stored.
- Pamperin Park received moderate flooding, but preparations ahead of time and a solid action plan by staff far reduced the impact on the shelter.

Grounds, Buildings & Trails

- With the Nature Center being closed and no programs, staff are continuing to use the time to work on projects and maintenance in the building and grounds. This included prepping wildflower beds for spring, trail maintenance, putting away winter signage and equipment, bringing out summer signage and equipment, picking up trash along Lakeview Drive, and more.
- Several larger projects are being done in the building including redoing a wall in the entryway of the building which will have a large map, upcoming programs, and brochures all in one location. The ceiling in the classroom is being painted as well as the main wall in the nature center.
- Staff are looking at redesigning/updating the nature center exhibits and layout. Several design firms have been contacted to get costs as well as looking to have college students design layout ideas as part of a college course.

- All trail signs have been switched over to reflect summer usage at all parks. With that, the trails are being checked and cleared for summer use.
- Pamperin Park residence received routine maintenance and necessary upgrades, which included the removal of the upper deck.
- Bay Shore preparation for the 2020 camping season is well underway.

Spotlight on Programming

- Staff manned a booth at the Einstein Project event with live animals from Barkhausen, furs, and more.
- The bluebird house program continues to be popular. With the COVID-19 precautions forcing the cancellation of programs staff began to work on setting up an online sale of bluebird house kits with both written and video instructions.
- Staff started filming "Barkhausen Nature Bites" which are short videos of various natural history tidbits in the area. These are posted on social media and have gotten great positive feedback.
- A Google Drive folder was setup with a variety of activities, nest box plans, and other resources for the public to do at home. This has also gotten a lot of positive feedback from parents and teachers.
- Staff are working on developing virtual field trips to be used by teachers/students not just during the COVID-19 pandemic but anytime in the future

Upcoming Events

April

- 5 Skunks at the Park - Hosted by the Friends of Neshota Park - Cancelled
- 11 Dog Park Easter Egg Hunt - Cancelled
- 18 Bat House Workshop - Cancelled

May

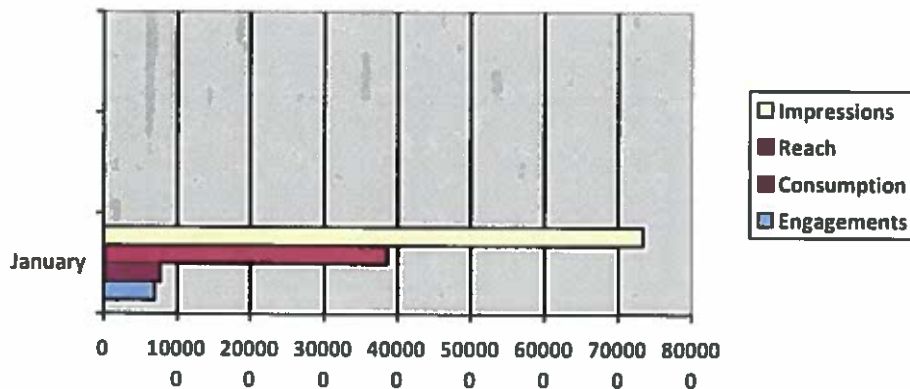
- 2 Keepsake Boxes
- 9 Oriole Feeder Workshop
- 16 Parkeology: Lily Lake

June

- 5 Let's Go Froggin'
- 6 Let's Go Froggin'
- 9 Guided Lily Lake Evening Paddle
- 12 Let's Go Froggin'
- 13 Self-Guided Lily Lake Coffee & Paddle
- 16 Naturalist Day: Way-Morr
- 22 Wild Child Camp (5-9yrs)

Facebook Engagements

Data through March 31, 2020.



Consumption: The number of clicks on any of our page content.

Impressions: The number of times any content from our page or about our page entered a person's screen.

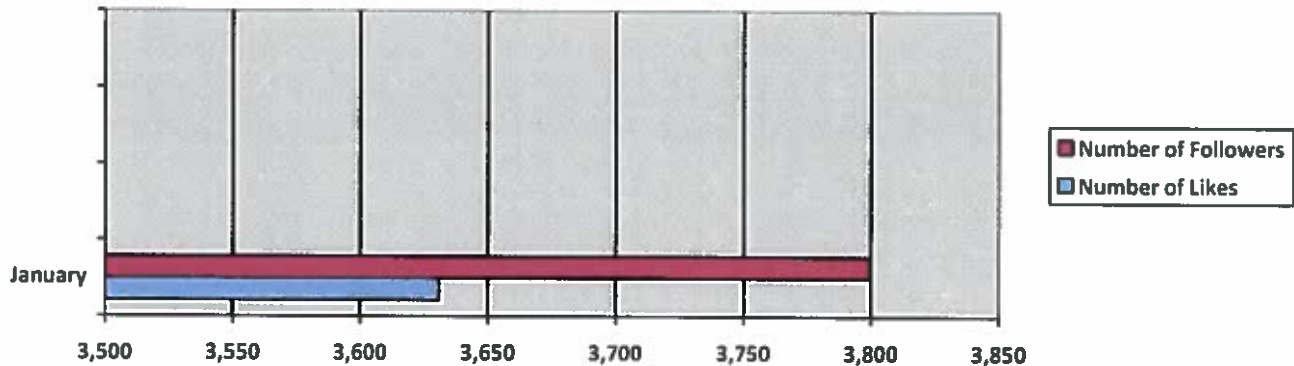
Reach: The number of people who had any content from our page or about our page enter their screen through unpaid distribution.

Consumption: The number of clicks on any of our page content.

Engagements: The number of people who engaged with our page.

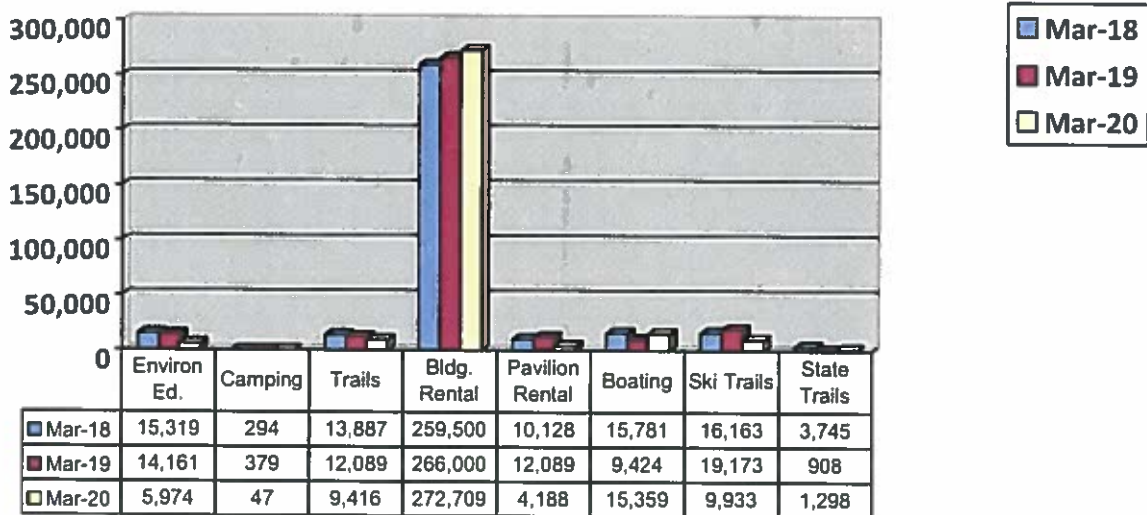
Facebook Number of Likes and Followers

*Note: Data through March 31, 2020.



Brown County Parks Revenue Comparison

*Numbers are not final or audited



Approximately \$14,000 in revenue was lost in the month of March alone due to COVID 19

Park Attendance by Location

BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

Park Location	Mar-18	Mar-19	Mar-20
Barkhausen	10133	14853	11,406
Bay Shore Park	815	749	1,629
Brown County Park / Dog Park	0	129	6374
Fairgrounds	780	466	735
Fonferek's Glen	1140	1515	7,306
Fox River Trail	0	2975	12,056
Lily Lake	1400	918	720
Mountain-Bay Trail	0	1122	1,329
Neshota Park	665	574	1,065
Pamperin Park	0	4683	6,813
Reforestation Camp	2960	11803	2,231
Suamico Boat Launch	0	0	0
Way-Morr Park	200	0	0
Wequiock Falls	494	731	670
Monthly Grand Totals	18,587	40,518	52,334

March Attendance Comparison



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ZOO MONTHLY ACTIVITY REPORT For March 2020

Agenda items:

1. Zoo Director Report

Curator Report

Operations Report

Adventure Park Report

Director additional updates (COVID-19)

Animal Collection Report March 2020

A blue duiker calf was born at the Northeastern Wisconsin Zoo on 3/6/20. Experienced mother, Spriggy, is doing a great job caring for her strong and healthy offspring. The baby male weighed only 430 grams at his 3 day checkup (for comparison, our adult guinea pigs weigh approximately 900 grams) Blue duikers are the smallest of several duiker species native to Africa. Although they look like a tiny deer (about the size of a house cat), they are actually more closely related to cows, sheep and goats. Adults have hooves the size of our fingernails and both sexes have tiny horns. The bluish grey color of their hair is variable among individuals.

Although male giraffe Nigel is still getting comfortable with his new surroundings and is not yet willing to enter the training chute. Fortunately, Zookeepers have found alternate locations where he is willing to participate in training programs. He has been making good progress with bringing his head down to a faux x-ray plate and allowing Keepers to safely manipulate and trim his front hooves. We continue to encourage him to enter the training chute as it will eventually allow for a much wider range of training options.

The male Canada lynx was moved to the former cougar exhibit. Lucy, our female lynx, has been unwilling to cohabitate with Carson since their most recent litter of kittens was born last May. Although he had his own living space and regular access to the main lynx yard, Carson had been exhibiting some unusual behavior. He seemed to be very focused on the bobcat in the next exhibit and was spending increasing amounts of time "stalking" the other cat and even pouncing at the fence (Eliza, the bobcat, didn't seem to particularly notice or care!). It is possible that this was the result of displaced aggression due to his discomfort with Lucy's new attitude. Since moving to the large exhibit near the red wolves, Carson has returned to his former relaxed, calm self. He is back to being very socially interactive with Zookeepers and no longer seems constantly "on edge".

Animal care staff have been busy preparing for the impacts of the Covid-19 outbreak. For the protection of our animals and staff, we typically operate with many biosecurity measures in place (foot baths, gloves, N95 masks, frequent disinfection routines) and always keep enough animal feed and bedding on hand to survive the occasional disruptions in chain of supply that occur for many reasons. Recently, we have planned for the more severe disruptions expected to occur in the coming weeks and months - particularly for veterinary supplies. Zookeepers are practicing physical distancing in their daily lives as they know that they will be among the "essential employees" who will not be able to conduct their work from home. We have also been developing strategies for dealing with extended staff absences if they do occur.

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2020
REPORT
2018, 2019, 2020

ATTENDANCE

MONTH	2018	2019	2020	Change (-) / +
January	2,526	1,576	1,414	(162)
February	2,042	689	2,862	2,163
March	10,448	7,933		
April	10,890	15,348		
May	31,792	30,473		
June	37,423	35,124		
July	37,871	34,770		
August	35,093	41,989		
September	17,574	15,916		
October	17,234	18,599		
November	1,987	2,277		
December	1,639	2,246		
TOTAL	206,519	206,950	4,276	2,001

ADMISSION & DONATIONS

MONTH	2018	2018	2019	2019	2020	2020	Change	2018	2019	2020
		DONATION	ADMISSIONS	Donation	ADMISSIONS	Donation	(-) / +	PER	PER	PER
		BIN		Bin		Bin		CAP	CAP	CAP
January	4,593.00	0.07	3,324.00	-	3,860.00	-	536.00	\$1.82	\$ 2.11	\$ 2.73
February	3,730.50	-	1,417.50	-	11,111.75	-	9,694.25	\$1.83	\$ 2.03	\$ 3.88
March	37,200.50	-	30,125.50	-				\$3.56	\$ 3.80	
April	44,592.00	-	48,067.50	-				\$4.09	\$ 3.13	
May	156,442.50	-	164,249.50	-				\$4.92	\$ 5.06	
June	194,136.00	4.13	186,410.50	-				\$5.19	\$ 5.31	
July	205,262.00	-	187,002.00	-				\$5.42	\$ 5.38	
August	180,406.00	-	223,355.50	-				\$5.14	\$ 5.32	
September	85,926.00	-	79,540.50	-				\$4.89	\$ 5.00	
October	111,354.00	-	123,811.75	-				\$6.46	\$ 6.66	
November	8,868.00	-	7,593.00	-				\$4.46	\$ 3.33	
December	11,013.00	-	22,609.50	-				\$6.72	\$ 10.02	
TOTAL	\$ 1,043,523.50	\$ 4.20	\$ 1,087,408.75	\$ -	\$ 14,971.75	\$ -	\$ 10,230.25	\$5.05	\$ 5.16	\$ 3.50

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**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE
2020 REPORT
2018, 2019, 2020**

					2018	2019	2020
Paws & Claws					PER	PER	PER
Gift Shop	2018	2019	2020	(-) / +	CAP	CAP	CAP
January	\$ 1,932.05	\$ 948.42	\$ 747.92	\$ (200.50)	0.78	0.60	0.53
February	\$ 2,539.48	\$ 1,374.83	\$ 3,251.88	\$ 1,877.05	1.24	1.97	1.14
March	\$ 15,398.22	\$ 15,138.84			1.47	1.91	
April	\$ 15,216.25	\$ 21,809.16			1.40	1.41	
May	\$ 52,810.55	\$ 51,154.75			1.85	1.68	
June	\$ 59,934.64	\$ 62,712.46			1.60	1.79	
July	\$ 65,425.96	\$ 63,298.29			1.73	1.82	
August	\$ 58,327.57	\$ 73,219.12			1.68	1.74	
September	\$ 22,231.84	\$ 15,229.69			1.27	0.96	
October	\$ 7,526.17	\$ 6,926.94			0.44	0.37	
November	\$ 2,307.09	\$ 1,481.99			1.16	0.65	
December	\$ 1,426.11	\$ 2,533.65			0.87	1.13	
TOTAL	\$ 304,875.93	\$ 315,628.14	\$ 3,999.80	\$ 1,676.55	\$1.48	1.53	0.94

					2018	2019	2020
Mayan					PER	PER	PER
Taste of Tropic	2018	2019	2020	(-) / +	CAP	CAP	CAP
January	\$ 2,349.89	\$ 1,424.21	\$ 1,130.11	\$ (294.10)	\$0.93	0.90	0.80
February	\$ 1,910.88	\$ 949.60	\$ 2,466.28	\$ 1,516.68	\$0.94	1.38	0.86
March	\$ 10,341.30	\$ 8,230.83			\$0.99	1.04	
April	\$ 11,498.37	\$ 13,330.69			\$1.08	0.87	
May	\$ 34,977.34	\$ 33,273.87			\$1.10	1.09	
June	\$ 47,927.37	\$ 41,388.23			\$1.28	1.18	
July	\$ 57,440.77	\$ 47,547.24			\$1.52	1.37	
August	\$ 48,735.38	\$ 58,185.07			\$1.39	1.39	
September	\$ 20,849.24	\$ 17,410.43			\$1.19	1.09	
October	\$ 13,045.86	\$ 11,911.69			\$0.78	0.64	
November	\$ 1,485.47	\$ 1,926.32			\$0.75	0.85	
December	\$ 1,852.19	\$ 2,173.59			\$1.13	0.97	
TOTAL	\$ 252,414.06	\$ 237,751.77	\$ 3,596.39	\$ 1,222.58	\$1.22	1.15	0.84

					2018	2019	2020
ZOO PASS					PER	PER	PER
MONTH	2018	2019	2020	(-) / +	CAP	CAP	CAP
January	\$ 4,810.00	\$ 6,150.00	\$ 6,075.00	\$ (75.00)	1.90	3.90	4.30
February	\$ 4,880.00	\$ 4,990.00	\$ 8,235.00	\$ 3,245.00	2.39	7.14	2.88
March	\$ 21,312.00	\$ 19,986.00			2.04	2.52	
April	\$ 25,519.00	\$ 25,115.00			2.34	1.64	
May	\$ 34,522.00	\$ 31,357.00			1.09	1.03	
June	\$ 30,686.00	\$ 29,300.00			0.82	0.83	
July	\$ 19,410.00	\$ 20,819.00			0.51	0.60	
August	\$ 14,291.00	\$ 14,988.00			0.41	0.38	
September	\$ 8,151.00	\$ 7,043.00			0.46	0.44	
October	\$ 6,035.00	\$ 6,072.00			0.35	0.33	
November	\$ 10,730.00	\$ 8,262.00			5.40	3.63	
December	\$ 22,986.00	\$ 34,569.00			14.02	15.39	
TOTAL	\$ 203,332.00	\$ 208,659.00	\$ 14,310.00	\$ 3,170.00	0.98	1.01	3.35

Gift Shop, Mayan and Admissions Revenue **Monthly Revenue February 2020**

Day	Date	Gift Shop	Concessions	Zoo Admissions	Vending	Zoo Pass	Education	Birthday	Donatio	Cons. Fund	Special Event	Attend.	Temp	Weather
Sat	1	156.18	143.88	441.00	107.72	450.00	10.00	-	#	392.00	-	184	34	2
Sun	2	689.54	517.92	1,343.75	429.65	700.00	150.00	-	#	418.50	-	722	41	1
Mon	3	90.13	33.42	60.00	33.75	420.00	50.00	100.00	#	-	-	51	33	2
Tue	4	-	27.65	17.00	30.98	150.00	371.20	-	#	0.02	-	19	26	1
Wed	5	-	31.15	29.00	11.99	375.00	37.40	-	#	0.01	-	15	16	1
Thu	6	-	16.52	42.00	7.50	170.00	1,266.00	-	#	58.00	-	19	18	1
Fri	7	12.01	41.77	211.50	22.00	150.00	531.00	150.00	#	-	-	62	27	2
Sat	8	116.89	77.10	330.50	77.96	170.00	170.40	-	#	2.50	-	111	17	2
Sun	9	29.22	-	30.00	1.75	75.00	60.00	-	#	78.00	-	10	20	5
Mon	10	-	24.23	27.50	3.00	150.00	326.00	-	#	-	2,000.00	7	10	1
Tue	11	178.71	35.61	119.50	17.00	150.00	200.00	50.00	#	0.25	-	32	25	2
Wed	12	100.50	12.89	33.50	27.00	245.00	550.00	-	#	29.00	-	16	25	1
Thu	13	14.80	4.57	7.00	-	-	-	-	#	-	-	3	6	1
Fri	14	-	8.06	8.50	-	285.00	20.00	-	#	29.00	-	4	-5	1
Sat	15	90.61	65.51	167.00	41.23	135.00	80.00	-	#	0.10	-	55	21	5
Sun	16	21.32	46.13	115.00	42.76	225.00	20.00	-	#	-	-	80	22	1
Mon	17	135.74	11.62	37.00	13.00	300.00	60.00	-	#	100.00	-	30	29	5
Tue	18	17.39	53.72	18.50	11.00	60.00	-	-	#	-	-	10	25	1
Wed	19	0.44	42.95	15.00	1.00	75.00	633.00	-	#	-	-	3	7	1
Thu	20	-	8.92	34.00	-	300.00	70.00	-	#	-	-	4	5	1
Fri	21	47.19	39.05	39.00	24.00	375.00	199.00	-	#	120.00	-	31	13	1
Sat	22	377.19	258.45	674.00	183.94	525.00	30.00	575.00	#	0.15	-	297	27	1
Sun	23	697.30	474.43	1,393.50	526.12	1,090.00	20.00	-	#	-	-	783	36	1
Mon	24	136.61	123.89	213.00	83.48	395.00	663.00	50.00	#	-	1,000.00	106	35	1
Tue	25	-	65.68	28.50	14.27	245.00	5.60	200.00	#	-	-	8	31	1
Wed	26	-	45.15	55.50	7.00	150.00	145.00	150.00	#	-	-	13	25	5
Thu	27	73.40	20.36	29.00	4.00	285.00	92.40	275.00	#	-	-	17	19	1
Fri	28	53.17	18.80	5,048.00	30.50	210.00	35.00	-	#	-	-	15	16	1
Sat	29	213.54	216.85	524.00	113.73	375.00	217.00	-	#	-	-	155	21	1
Sun	30	-	-	-	-	-	-	-	#	-	-	0	0	0
Mon	31	-	-	-	-	-	-	-	#	-	-	0	0	0
Total		\$ 3,251.88	\$ 2,466.28	\$ 11,111.75	\$ 1,866.33	\$ 8,235.00	\$ 6,012.00	\$ 1,450.00	\$ -	\$ 1,227.53	\$ 3,000.00	2,862	21.6	1.72

Avg. Temp
and Avg.

Weather Key 1 = Sunny 2 = Overcast 3 = Rain 4 = Sleet 5 = Snow
Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Woolsie, Telescope

NEW Zoo Operations Report: February 2020

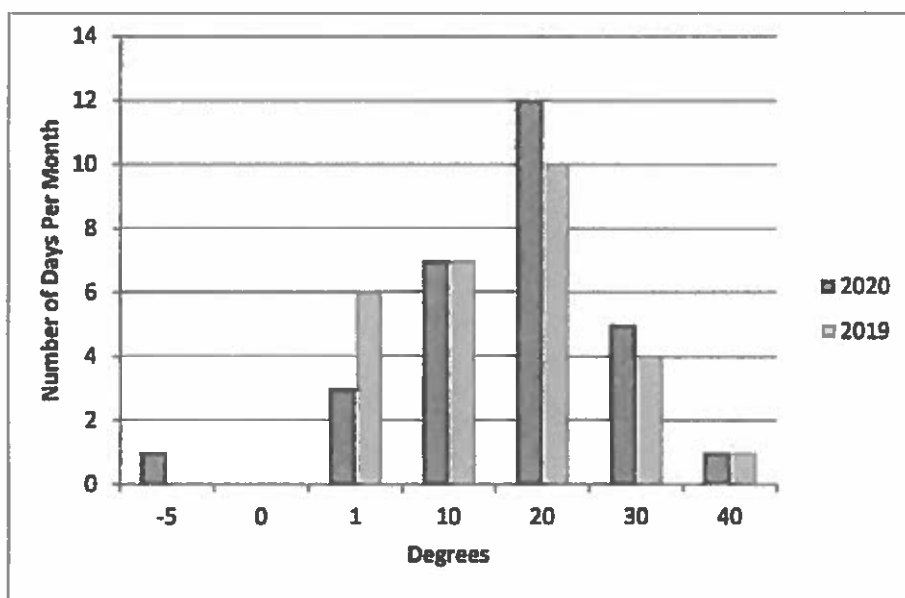
Noteworthy:

Average Temperature recorded at the zoo in Feb. 2020 = 21.6°F

1 below zero, 3 in the single digits, 7 in the 10's, 12 in the 20's, 5 in the 30's, 1 in the 40's,

Average Temperature recorded at the zoo in Feb. 2019 = 19.4°F

6 in the single digits, 7 in the 10's, 10 in the 20's, 4 in the 30's, 1 in the 40's



- Lowest temperature for period in Feb. 2020: -5°F Highest Temp: 41°F
- Lowest temperature for period in Feb. 2019: 1°F Highest Temp: 41°F

[Feb. 2020]:

- We had 2,862 guests visit the Zoo this Feb. compared to 699 guest visits in Feb. 2019 (+2,163)
- We had \$11,111.75 in admissions come in this Feb. compared to \$1,417.50 last Feb. (+9,694.25). This is partially because of Meijer prepaying admissions for 500 people for their "Meijer Free Day at the Zoo for the First 500 People" in July. We counted the money in admissions, but did not count the attendance. We will count attendance the day of the event.
- Zoo passes sales were \$3,835.00 this Feb. compared to \$4,990.00 last Feb. (+\$3,245.00)

(Over)

- Gift Shop sales were \$3,251.88 this Feb. compared to \$1,374.83 Feb. 2019 (+\$1,877.05)
- Concessions sales were \$2,466.28 this Feb. compared to \$949.60 last Feb. (+\$1,516.68)
- Education came in at \$6,012.00 this Feb. compared to \$5,271.00 Feb. 2019 (+\$741.00)
- Vending/Giraffe Feeding was \$1,866.33 compared last February's number: \$480.00 (+1,386.33)

The temperature was comparable to last February with only 4 days of snow compared to 10 days of rain, snow, and sleet last year. We had 20 days of sunny skies this February!

Adventure Park Operations Report: February 2020

February 2020

- Fat Bike Rentals were strong this February with 49 first hour rentals and 9 add on hours. This is the most rentals we have had in the past 3 years.
- Auto Belays and Zip Stops were returned from recertification. 5 needed additional work completed. All are certified for another year.
- Summer staff recruitment has been challenging this year. Tabling events to gain exposure were completed at UW-Green Bay and NWTC. Meet with some students and parents about summer job opportunities. St. Norbert tabling event will happen in March.
- Spring Break Camps were released for registration. Zoo education and the Adventure Park will be collaborating to host 4-day camps this year for spring breaks. Registration has gone well with about half of the spots filled.
- Summer Adventure Camps registration continues. Both camps have 15 campers registered. We are currently at 75% capacity.
- Groups are beginning to book for spring and summer.
- Begun writing an RFQ for the Netted Trampoline.
- Searched for sponsors for Netted Trampoline as well as other elements throughout the park.
- Hosted the Area Attractions meeting, put on by the CVB, at the ski lodge.
- Held the Summer Job Fair. Discussed with Zoo if worth hosting in future.

February Admission Comparisons				
	2018	2019	2020	Change (-) / +
AP Zip Line Adventure	-	-	-	-
AP Complete Adventure - NM	-	-	-	-
AP Second Zip Line	-	-	-	-
AP Ropes Adventure	-	-	-	-
AP Group Participant	-	-	-	-
AP Member	-	-	-	-
AP Group Rate	-	8	-	(8)
AP Complete Adventure ZM	-	-	-	-
AP Bike Rental	46	33	49	16
AP Bike Rental Add Hour	6	8	9	1
AP Kids Kourse			-	-
Second quick jump	-	-	-	-
Totals	52	49	58	9

** Recording of attendance has changed slightly from last year. All attendance is recorded when tickets are redeemed. Previously attendance was recorded when the ticket was sold.**

5

February Financial Comparisons				
				Change
	2018	2019	2020	(-) / +
Charges & Fees Annual	\$ -	\$ -	\$ -	\$ -
Charges & Fees Daily	\$ -	\$ 75.00	\$ 200.00	\$ 125.00
Sales Vending Machine	\$ 62.99	\$ 116.00	\$ 90.76	\$ (25.24)
Sales Programs	\$ -	\$ -	\$ 625.00	\$ 625.00
Sales Special Events	\$ -	\$ -	\$ -	\$ -
Rent Equipment	\$ 375.00	\$ 390.00	\$ 557.50	\$ 167.50
Intra-County Chargeback	\$ -	\$ -	\$ -	\$ -
Sponsorship	\$ -	\$ -	\$ -	\$ -
Totals	\$ 437.99	\$ 581.00	\$ 1,473.26	\$ 892.26

** Summer Adventure Camp registration opened in January 2020, compared to March in 2019 and no camps in 2018**

Adventure Park Financials - 2020							
Month	Charges & Fees Annual	Charges & Fees Daily	Sales Vending	Sales Programs	Sales Special Events	Rent Equipment	Total Revenue
Jan.	\$249.00	\$25.00	\$149.68	\$2,725.00	\$0.00	\$260.00	\$3,408.68
Feb.	\$0.00	\$200.00	\$90.76	\$625.00	\$0.00	\$557.50	\$1,473.26
March							\$0.00
April							\$0.00
May							\$0.00
June							\$0.00
July							\$0.00
Aug.							\$0.00
Sept							\$0.00
Oct.							\$0.00
Nov							\$0.00
Dec							\$0.00
Yearly	\$ 249.00	\$ 225.00	\$ 240.44	\$3,350.00	\$ -	\$ 817.50	\$4,881.94

Adventure Park Admissions - 2020

Month	AP Zip Line Adventure	AP Complete Adventure - NM	AP Second Zip Line	AP Ropes Adventure	AP Group Participant	AP Complete Member	AP Group Rate	AP Zoo Member	AP Bike Rental	AP Bike Rental Add Hour	AP Kids Course	AP Total Admission	AP Memberships	AP Camps	Groups	Outreach
Jan.	0	0	0	0	0	0	0	0	26	0	0	26	1	23	0	0
Feb.	0	0	0	0	0	0	0	0	49	9	0	58	0	5	0	2
March												0				
April												0				
May												0				
June												0				
July												0				
Aug.												0				
Sept.												0				
Oct.												0				
Nov.												0				
Dec.												0				
Yearly Totals	0	0	0	0	0	0	0	0	75	9	0	84	1	28	0	2

Adventure Park Operations Report: January 2020

January 2020

- End of year reports were completed.
- Fat Bike Rentals have been steady with the snowy conditions. We have had 26 rentals, which is up from last year in which we had no snow in January for 0 rentals.
- Concession sales are up this January with more snow. The ski lodge had been open on weekend and sales have been better in January than all of last ski season.
- Auto Belays and Zip Stops were sent in for recertification. All the information is now stored in Maintenance Care.
- Gear and equipment inventories are all kept in Maintenance Care for proper documentation and tracking.
- Summer Adventure Camps were released for registration in January this year compared to March last year. Numbers are looking good. So far we have 23 campers registered compared to 12 for all of last year's camps. Registration continues as we have 40 spots to fill.

January Admission Comparisons				
	2018	2019	2020	Change (-) / +
AP Zip Line Adventure	-	-	-	-
AP Complete Adventure - NM	-	4	-	(4)
AP Second Zip Line	-	-	-	-
AP Ropes Adventure	-	-	-	-
AP Group Participant	-	-	-	-
AP Member	-	-	-	-
AP Group Rate	-	-	-	-
AP Complete Adventure ZM	-	-	-	-
AP Bike Rental	45	-	26	26
AP Bike Rental Add Hour	28	-	-	-
AP Kids Kourse	-	-	-	-
Second quick jump	-	-	-	-
Totals	73	4	26	22

**** Recording of attendance has changed slightly from last year. All attendance is recorded when tickets are redeemed. Previously attendance was recorded when the ticket was sold.****

January Financial Comparisons				
				Change
	2018	2019	2020	(-) / +
Charges & Fees Annual	\$ 211.00	\$ -	\$ 249.00	\$ 249.00
Charges & Fees Daily	\$ -	\$ 100.00	\$ 25.00	\$ (75.00)
Sales Vending Machine	\$ 105.48	\$ 23.50	\$ 149.68	\$ 126.18
Sales Programs	\$ -	\$ -	\$ 2,725.00	\$ 2,725.00
Sales Special Events	\$ -	\$ -	\$ -	\$ -
Rent Equipment	\$ 940.00	\$ -	\$ 520.00	\$ 520.00
Intra-County Chargeback	\$ -	\$ -	\$ -	\$ -
Sponsorship	\$ -	\$ -	\$ -	\$ -
Totals	\$ 1,256.48	\$ 123.50	\$ 3,668.68	\$ 3,545.18

**** Summer Adventure Camp registration opened in January 2020, compared to March in 2019 and no camps in 2018****

Adventure Park Financials - 2020							
Month	Charges & Fees Annual	Charges & Fees Daily	Sales Vending	Sales Programs	Sales Special Events	Rent Equipment	Total Revenue
Jan.	\$249.00	\$25.00	\$149.68	\$2,725.00	\$0.00	\$520.00	\$3,668.68
Feb.							\$0.00
March							\$0.00
April							\$0.00
May							\$0.00
June							\$0.00
July							\$0.00
Aug.							\$0.00
Sept							\$0.00
Oct.							\$0.00
Nov							\$0.00
Dec							\$0.00
Yearly	\$ 249.00	\$ 25.00	\$ 149.68	\$2,725.00	\$ -	\$ 520.00	\$3,668.68

Adventure Park Admissions - 2020

Month	AP Zip Line Adventure	AP Complete Adventure - NM	AP Second Zip Line	AP Ropes Adventure	AP Group Participant	AP Complete Member	AP Group Rate	AP Zoo Member	AP Bike Rental	AP Bike Rental Add Hour	AP Kids Course	AP Total Admission	AP Memberships	AP Camps	Groups	Outreach
Jan.	0	0	0	0	0	0	0	0	0	0	0	26	1	23	0	0
Feb.												0				
March												0				
April												0				
May												0				
June												0				
July												0				
Aug.												0				
Sept.												0				
Oct.												0				
Nov												0				
Dec												0				
Yearly Totals	0	0	0	0	0	0	0	0	26	0	0	26	1	23	0	0

ZOO MONTHLY ACTIVITY REPORT For April 2020

Agenda items:

1. Zoo Director Report
 - Curator Report
 - Operations Report
 - Education Report
 - Maintenance Report
 - Director additional updates (COVID-19)

Animal Collection Report April 2020

Zookeepers are well trained for dealing with the ever-present risk of Zoonotic disease. As experienced biologists, they are accustomed to following pre-existing biosecurity protocols and their work here at the North Eastern Wisconsin Zoo can often be rather solitary (much of our day to day communication has always been via radio). The current response to the COVID 19 pandemic has, however, resulted in some big changes at the Zoo. First steps included more frequent disinfection of common areas and issuing iPads to each Zookeeper to minimize the need to come into the shared Zookeeper office to use computers. Staff no longer gather for lunch breaks and most in person communication with co-workers consists of waving hello from a distance. Keepers have always used PPE to protect other primates and black-footed ferrets from human colds and flu – as evidence mounted, we began using the same precautions with other species as well: all the zoo cats, otters, red pandas, and others. Zookeepers are now also maintaining a “social distance” of at least 6 feet (through the fence, of course) from these susceptible species. This means that some of the animal training projects needed to be put on hold. Spending less time directly interacting with their animal friends seems even more of an ordeal for most of the keepers than being isolated from their co-workers, friends and family!

The Zoo animals seem to be taking the pandemic in stride. All of the animal care and maintenance staff are definitely “essential” so there has been no interruption of our usual standard of care and welfare. Although some animal training projects are on hold, many other forms of enrichment are still available, and the animals are kept busy. Some do, however, seem to miss people-watching. The lions have been choosing to spend more time indoors than usual. Although they typically spend a great deal of time sleeping (like most cats), it appears that they prefer to nap with an audience. Now that there are no guests to keep an eye on, they are napping indoors. The goats miss their fans. They look very hopefully at any staff member who passes by in hopes of convincing someone to hand over petting zoo treats.

Sadly, one of the elderly Flemish Giant rabbits who resided in the Children’s Zoo was euthanized earlier this month. Remy (the grey bunny) had been under veterinary care for arthritis and his condition was beginning to impact his quality of life. Two young Continental Giant rabbits have been added to the collection and will join Remy (the white bunny) in the Children’s Zoo barn in the near future.

Much loved Red Fox, Kitsu, suffered sudden paralysis of his rear legs recently. X-rays ruled out a spinal fracture as the cause and left spinal embolism (a piece of cartilaginous disc material becomes loose and obstructs the blood supply of the spinal cord) as the most likely explanation for his condition. The good news was that there is no pain associated with the condition. The bad news was that after a week of close observation, he showed no improvement and his prognosis for recovery was very poor. Zoo staff and Veterinarian made the difficult decision to euthanize.

**NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2020
REPORT
2018, 2019, 2020**

ATTENDANCE

MONTH	2018	2019	2020	Change (-) / +
January	2,526	1,576	1,414	(162)
February	2,042	699	2,862	2,163
March	10,448	7,933	4,685	(3,248)
April	10,890	15,348		
May	31,792	30,473		
June	37,423	35,124		
July	37,871	34,770		
August	35,093	41,989		
September	17,574	15,916		
October	17,234	18,599		
November	1,987	2,277		
December	1,639	2,246		
TOTAL	206,519	206,950	8,961	(1,247)

ADMISSION & DONATIONS

	2018	2018	2019	2019	2020	2020	Change	2018	2019	2020
MONTH	ADMISSIONS	DONATION BIN	ADMISSIONS	Donation Bin	ADMISSIONS	Donation Bin	(-) / +	PER CAP	PER CAP	PER CAP
January	4,593.00	0.07	3,324.00	-	3,860.00	-	536.00	\$1.82	\$ 2.11	\$ 2.73
February	3,730.50	-	1,417.50	-	11,111.75	-	9,694.25	\$1.83	\$ 2.03	\$ 3.88
March	37,200.50	-	30,125.50	-	18,138.50	-	(11,987.00)	\$3.58	\$ 3.80	\$ 3.87
April	44,592.00	-	48,067.50	-				\$4.09	\$ 3.13	
May	156,442.50		154,249.50	-				\$4.92	\$ 5.06	
June	194,136.00	4.13	186,410.50	-				\$5.19	\$ 5.31	
July	205,262.00	-	187,002.00	-				\$5.42	\$ 5.38	
August	180,406.00	-	223,355.50	-				\$5.14	\$ 5.32	
September	85,926.00	-	79,540.50	-				\$4.89	\$ 5.00	
October	111,354.00	-	123,811.75	-				\$6.46	\$ 6.66	
November	8,868.00		7,593.00	-				\$4.46	\$ 3.33	
December	11,013.00	-	22,509.50	-				\$6.72	\$ 10.02	
TOTAL	\$ 1,043,523.50	\$ 4.20	\$ 1,067,406.75	\$ -	\$ 33,110.25	\$ -	\$ (1,756.75)	\$5.05	\$ 5.16	\$ 3.69

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE
2020 REPORT
2018, 2019, 2020**

					2018	2019	2020
					PER	PER	PER
Paws & Claws					CAP	CAP	CAP
Gift Shop	2018	2019	2020	(-) / +			
January	\$ 1,932.05	\$ 948.42	\$ 747.92	\$ (200.50)	0.76	0.60	0.53
February	\$ 2,539.48	\$ 1,374.83	\$ 3,251.88	\$ 1,877.05	1.24	1.97	1.14
March	\$ 15,398.22	\$ 15,138.84	\$ 7,197.65	\$ (7,941.19)	1.47	1.91	1.54
April	\$ 15,216.25	\$ 21,609.16			1.40	1.41	
May	\$ 52,610.55	\$ 51,154.75			1.65	1.68	
June	\$ 59,934.64	\$ 62,712.46			1.60	1.79	
July	\$ 65,425.96	\$ 63,298.29			1.73	1.82	
August	\$ 58,327.57	\$ 73,219.12			1.66	1.74	
September	\$ 22,231.84	\$ 15,229.69			1.27	0.96	
October	\$ 7,526.17	\$ 6,926.94			0.44	0.37	
November	\$ 2,307.09	\$ 1,481.99			1.16	0.65	
December	\$ 1,426.11	\$ 2,533.65			0.87	1.13	
TOTAL	\$ 304,875.93	\$ 315,628.14	\$ 11,197.45	\$ (6,264.64)	\$1.48	1.53	1.25

					2018	2019	2020
					PER	PER	PER
Mayan					CAP	CAP	CAP
Taste of Tropic	2018	2019	2020	(-) / +			
January	\$ 2,349.89	\$ 1,424.21	\$ 1,130.11	\$ (294.10)	\$0.93	0.90	0.80
February	\$ 1,910.88	\$ 949.60	\$ 2,466.28	\$ 1,516.68	\$0.94	1.36	0.86
March	\$ 10,341.30	\$ 8,230.83	\$ 4,315.75	\$ (3,915.08)	\$0.99	1.04	0.92
April	\$ 11,498.37	\$ 13,330.69			\$1.06	0.87	
May	\$ 34,977.34	\$ 33,273.87			\$1.10	1.09	
June	\$ 47,927.37	\$ 41,388.23			\$1.28	1.18	
July	\$ 57,440.77	\$ 47,547.24			\$1.52	1.37	
August	\$ 48,735.38	\$ 58,185.07			\$1.39	1.39	
September	\$ 20,849.24	\$ 17,410.43			\$1.19	1.09	
October	\$ 13,045.86	\$ 11,911.69			\$0.76	0.64	
November	\$ 1,485.47	\$ 1,926.32			\$0.75	0.85	
December	\$ 1,852.19	\$ 2,173.59			\$1.13	0.97	
TOTAL	\$ 252,414.06	\$ 237,751.77	\$ 7,912.14	\$ (2,692.50)	\$1.22	1.15	0.88

					2018	2019	2020
					PER	PER	PER
ZOO PASS					CAP	CAP	CAP
MONTH	2018	2019	2020	(-) / +			
January	\$ 4,810.00	\$ 6,150.00	\$ 6,075.00	\$ (75.00)	1.90	3.90	4.30
February	\$ 4,880.00	\$ 4,990.00	\$ 8,235.00	\$ 3,245.00	2.39	7.14	2.88
March	\$ 21,312.00	\$ 19,986.00	\$ 14,170.00	\$ (5,816.00)	2.04	2.52	3.02
April	\$ 25,519.00	\$ 25,115.00			2.34	1.64	
May	\$ 34,522.00	\$ 31,357.00			1.09	1.03	
June	\$ 30,686.00	\$ 29,300.00			0.82	0.83	
July	\$ 19,410.00	\$ 20,819.00			0.51	0.60	
August	\$ 14,291.00	\$ 14,996.00			0.41	0.36	
September	\$ 8,151.00	\$ 7,043.00			0.46	0.44	
October	\$ 6,035.00	\$ 6,072.00			0.35	0.33	
November	\$ 10,730.00	\$ 8,262.00			5.40	3.63	
December	\$ 22,986.00	\$ 34,569.00			14.02	15.39	
TOTAL	\$ 203,332.00	\$ 208,659.00	\$ 28,480.00	\$ (2,646.00)	0.98	1.01	3.18

**Gift Shop, Mayan and Admissions Revenue
Monthly Revenue March 2020**

Day	Date	Gift Shop	Concessions	Zoo Admissions	Vending	Zoo Pass	Education	Birthday	Don	Cons. Fund	Special Event	Attend.	Temp	Weather
Sun	1	738.30	703.72	2,575.50	529.53	1,561.00	60.00	30.00	#	-	-	831	35	2
Mon	2	105.94	129.26	156.00	78.21	735.00	-	475.00	#	2.25	2,700.00	103	38	2
Tue	3	22.80	56.94	121.00	22.99	450.00	48.00	100.00	#	0.01	-	29	32	5
Wed	4	146.13	40.61	144.50	22.99	470.00	128.00	150.00	#	1.11	-	53	32	1
Thu	5	79.62	130.04	54.00	29.99	75.00	330.00	-	#	0.01	-	25	38	3
Fri	6	326.84	132.93	396.00	94.00	495.00	386.00	-	#	-	-	85	28	1
Sat	7	1,246.86	842.32	3,879.50	489.61	1,690.00	100.00	-	#	-	-	851	34	1
Sun	8	2,688.55	1,743.96	8,302.00	741.21	3,332.00	55.00	-	#	1.00	-	2080	40	1
Mon	9	10.23	52.79	99.00	17.00	20.00	-	-	#	-	900.00	45	47	2
Tue	10	103.60	91.72	417.00	51.50	320.00	-	225.00	#	0.01	-	95	30	1
Wed	11	86.01	23.65	184.00	47.72	75.00	50.00	-	#	-	450.00	38	34	2
Thu	12	8.00	3.93	30.00	7.24	320.00	200.00	-	#	20.01	-	9	39	3
Fri	13	108.80	30.79	236.00	56.50	150.00	20.00	400.00	#	-	-	48	35	2
Sat	14	147.91	119.69	468.00	87.49	402.00	40.00	-	#	0.02	-	140	29	2
Sun	15	258.86	136.70	704.00	148.70	300.00	30.00	-	#	2.02	-	164	30	2
Mon	16	164.20	76.70	130.00	48.23	395.00	250.00	40.00	#	1.00	-	53	31	2
Tue	17	-	-	-	6.87	730.00	-	-	#	25.00	-	0	30	1
Wed	18	-	-	-	-	-	12.00	75.00	#	-	-	0	36	2
Thu	19	-	-	54.00	-	225.00	-	-	#	-	-	8	40	3
Fri	20	-	-	-	-	225.00	-	-	#	-	-	0	29	2
Sat	21	-	-	28.00	-	-	-	-	#	-	-	5	26	2
Sun	22	-	-	14.00	-	190.00	-	-	#	-	-	2	29	2
Mon	23	-	-	17.00	-	810.00	250.00	275.00	#	-	-	2	33	2
Tue	24	-	-	20.00	-	75.00	-	-	#	58.00	-	4	42	2
Wed	25	-	-	-	-	75.00	-	-	#	-	-	0	41	3
Thu	26	-	-	34.00	-	675.00	1,309.00	50.00	#	-	-	6	40	2
Fri	27	-	-	-	-	75.00	-	-	#	-	-	0	36	2
Sat	28	-	-	34.00	-	75.00	-	-	#	-	-	4	38	3
Sun	29	-	-	41.00	-	-	-	-	#	-	-	5	41	3
Mon	30	-	-	-	-	75.00	561.00	-	#	-	-	0	40	2
Tue	31	955.00	-	-	-	150.00	-	-	#	-	-	0	35	2
Total		\$ 7,197.65	\$ 4,315.75	\$ 18,138.50	\$2,479.78	\$ 14,170.00	\$ 1,187.00	\$ 1,170.00	#	\$ 110.44	\$ 4,050.00	4,685	35.1	2.10

Weather Key 1 = Sunny 2 = Overcast 3 = Rain 4 = Sleet 5 = Snow

Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Telescope

Avg. Temp and
Avg. Weather

5

NEW Zoo Operations Report: March 2020

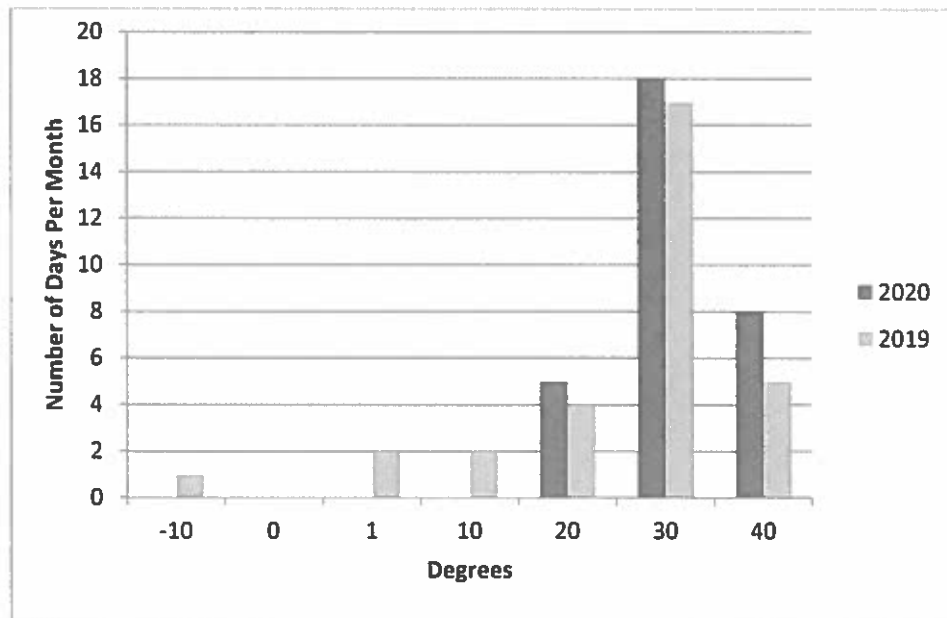
Noteworthy:

Average Temperature recorded at the zoo in {March 2020} = 35.1 °F

0 in the teens, 5 in the 20's, 18 in the 30's, 8 in the 40's

Average Temperature recorded at the zoo in {March 2019} = 30 °F

1 under zero, 2 in the single digits, 2 in the teens, 4 in the 20's, 17 in the 30's, and 5 in the 40's



Lowest temperature for period in {March 2020}: 26°F, Highest Temp: 47°F

Lowest temperature for period in {March 2019}: -1 °F, Highest Temp: 48 °F

March 2020

- We started the month with some good crowds and nice sales.
- Sales forecasts looked as though March of 2020 would out-perform March of 2019.
- 4,685 people visited the Zoo between March 1 and the 16th 2020. Last March we had 7,933 visitors all month.
- Then Covid 19 hit and we closed under orders of the County and soon after that orders from the State.
- Numbers in all areas are now dreadfully low.
- All non-essential staff have been laid off or have had their hours drastically reduced.
- (Continued on next page)

- All March and April special events have been cancelled: Gift Shop Grand Reopening, EggStravaganZoo and Party for the Planet.
- YTD admissions dollars are down -\$1,756.75 compared to last year to date.
- Attendance is down -1,247 compared to last year to date.
- Gift Shop sales are down -\$6,264.64 compared to last year to date.
- Mayan sales are down -\$2,692.50 compared to last year to date.
- Zoo pass sales are down -\$2,646.

Per Caps

- Mayan per caps this March: \$.92 compared to \$1.04 in March 2019.
- Gift Shop per caps March 2020: \$1.54 compared to \$1.91 in March 2019.
- Per caps for Zoo Admission and Donations March 2020 is \$3.87 compared to \$3.80 last March.
- Education was \$1,187 this March, compared to \$3,894 last March, down -\$2,707.

FORECAST: *The forced closure of the Zoo is creating devastating financial difficulties from which we may be unable to recover unless we open by May 1.*

NEW ZOO & ADVENTURE PARK

Brown County



4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2405
E-MAIL angela.kawski@browncountywi.gov

ANGELA KAWSKI
EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

EDUCATION & VOLUNTEER PROGRAMS REPORT MARCH 2020

Volunteer Hours

2020 Hours*	Opportunity	2019 Hours
~65	Giraffe Stand	114.25
~15	Giraffe Food Prep	
~8	Husbandry	32.25
~4	Office Help	6.75
--	Special Events	--
--	Special Projects	83
?	Zoo Watch	4
Around 100	Total Hours	240.25
173.25	Intern Hours	250

*Volunteer hours for March are estimated at this time

Off-Site Programs (Zoomobiles)

2 Zoomobile Assembly Programs 2 Zoomobile Class Programs
Total = \$924 versus \$338 in 2019 *Approximately 554 people educated (vs 88 in 2019)*

3 Zoomobiles cancelled due to COVID-19

→ \$494 lost revenue, 200 people missed

On-Site Programs

2 Scout Badge Programs 1 Wild Encounter Program
Total = \$222 versus \$655 in 2019 *Approximately 30 people educated (vs 53 in 2019)*

4 Spring Break Camps, 3 Wild Encounters, one Badge Program, and 1 Zoo Class canceled

→ \$1,985 lost revenue, 99 people missed

Birthday Parties

3 Birthday Parties
Total = \$850 versus \$0 in 2019 *Approximately 56 people educated (vs 0 in 2019)*

3 birthday parties and 1 room rental cancelled due to COVID-19

→ loss of \$1,025 revenue, 110 ppl educated

Miscellaneous Things to Note

- Zoo closed to public on March 17th; a great deal of the Education Coordinator's time was spent initially on public communication regarding the shut-down (on website, social media, e-newsletters), and on contacting all those who had programs scheduled with us through end of April, along with communication to NEW Zoo volunteers and interns
- A large number of refunds were processed related to Spring Break Camps and Birthday Parties, along with a few other programs
- Zoo Educator (Andrea) was forced to reduce working hours to 8 per week starting March 23rd

NEW Zoo Maintenance Report

February 2020

- Replaced the heating element in the nutrition center water heater.
- Replaced the element at the Riley water heater.
- Worked on repairing broken gears and electrical issues on the auto gate.
- Put a new fan motor on the lion furnace.
- Replaced the belts on the animal hosp. air exchanger unit.
- Sold the zoo mobile van at auction and prepped it for the customer.
- Changed oil in all carts.
- Raised and realigned the game bird drive through gate.
- Cleared benches of snow and ice.
- Raised the drive gate at lion.
- Code brown drill participation.
- Ground the stilt drain cover to fit better.
- Worked on faulty auto gate and had a tech. come try to fix it also (bad) so I got a quote on a new system.
- I ordered a new gate opener system and fabricated and installed it.
- Installed a new wiring harness on the skid steer for attachments.
- Began ripping out old moose yard fence in preparation for the new fence.
- Had the boiler in the hospital rewired to work more efficiently.
- Replaced the carburetor on the Ariens snow blower.
- Picked up and delivered supplies to NWTC for the 2020 builds.
- Completed monthly work orders.
- Replaced the class room door stop.
- Had repairs done to the lion furnace.

NEW Zoo Maintenance Report

Feb/March 2020

- Began the install of the new moose yard fencing.
- Took down the old surgery light and fabricated a bracket and hung a new light.
- Had a new ventilation system installed in the monkey den.
- Snow removal and salting.
- Had 8 large trees removed from the moose yard south side.
- Changed out some of the VC bulbs to LED.
- Made an aluminum tube cover for the Riley rat exhibit.
- Padded the Duiker deer holding room.
- Sealed concrete blocks and floors in animal hospital holding.
- Cleaned up left over debris in the south moose yard after construction was done.
- Completed all the routine work orders for the month.
- Built a Guinee pig adventure course for training purposes.
- Designed and built an open/close mechanism for the moose shift gate on the new fence.
- Scraped off ice and snow from the ski lodge to the zoo path due to extremely busy day.
- Removed 6 trees from the north side of the moose yard.
- **CORONA VIRUS CAME TO TOWN AND CHANGED EVERYTHING.**
- **Zoo closed until further notice.**
- Dug up sewer line at giraffe and made a new clean out and jetted the line out.
- Completed the moose yard fence project and cleaned up the yard in preparation for the moose to be shifted.
- Made a new plexi- glass side for the python cage.
- Lots of cleaning and disinfecting the zoo buildings.
- Lots of raking and yard clean up throughout the zoo.
- Installed foot openers on all the bathroom doors
-



Brown County Library Report February 2020

Library Mission:
Brown County Library is a catalyst for community advancement.

Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural Awareness	Management Goal
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County-Wide Successes



Administrative and managerial staff attended the Public Library Association (PLA) conference in Nashville. PLA is a great opportunity for public library professionals to gather, share ideas and learn new things.



The Friends of the Brown County Library were one of the recipients of Give Big, Green Bay – the 24-hour online giving event. With additional funds granted by the Packers Foundation, the Friends are receiving over \$21,000.

Central Library Successes

Fun reference questions/interactions:

A patron asked "I read somewhere in January that a new country now exists in the East Indies. It broke off from the country it was part of. I would like to know its name and who it broke off from." Staff found that the answer was the Autonomous Region of Bougainville. They recently held a referendum on whether to have more autonomy within Papua New Guinea, or to be completely independent.



After we found several books and DVDs by a specific professional fisherman via interlibrary loan, a patron finished the interaction by saying, "Man, I love my library card!"

Thanks to a strong effort to promote volunteer offerings, volunteer hours in Circulation have increased to almost 60 hours this month! Library volunteers are wonderful and help staff connect with the community and bring excellent services to our customers!

One four-year old customer told us she was getting her own card this month (with her mom) so she could check out books on Watruses (her favorite animal). She was so excited, she did not want to let go of the new card to scan it for check out. Luckily, we have a long cord on our checkout scanner, so she could keep holding her card tightly :-).

Ashwaubenon Branch Successes

Jackson Elementary visited Ashwaubenon for a checkout session with 19 students. A new connection was made with Riverside Daycare and storytime was provided. A, "Resources for Homeschoolers," program had 14 in attendance. Comments were that they were excited about some of the databases they did not know were available. At least two homeschoolers have called to ask for teacher collections since the presentation - another service they were not aware we provided.

					X
					X
					X
					X
X					
X		X			



Brown County Library Report February 2020

Library Mission:
Brown County Library is a catalyst for community advancement.

Strategic Priorities

	Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural Awareness & Diversity	Management Goal
Denmark Branch Successes					
The Denmark family that won tickets to Disney on Ice for participating in a reading related bingo card- was very happy to receive them. The winner plans to take her grandchildren					x
East Branch Successes					
A woman was looking for "American Heiress," which was in a Future Favorites bag. A staff member showed her the bag and told her about them, and the patron checked out the whole 4 book future favorites bundle, and said it was "a great idea"					x
Kress Family Branch Successes					
Staff led a tech tutoring session to residents at Nicolet Highlands, an apartment community for folks age 55 and older. She helped the seven attendees learn the features of their e-readers and smart phones. Several other residents signed up for one-on-one tech tutoring sessions at Kress.					x
Some of the branch's Future Favorites bag themes include, "Podcasts and Public Radio"; "For the Grown Up Harry Potter Fan"; "Women, World War, and the Written Word"; and "Women and the Fight for Equality."					x
Pulaski Branch Successes					
Responding directly to community need, staff worked with the Job Center of Wisconsin to host a program about unemployment benefits, creating resumes, and searching for jobs. Flyers were distributed in Pulaski advertising this event and feedback from the community was positive- even if the circumstances (Marquis Yacht layoffs) was not.		x			
Southwest Branch Successes					
21 people of all ages attended the Typewriter Poetry program. Local writer, Paul Weigel wrote and typed custom poems for the attendees on a vintage typewriter!				x	
Weyers-Hilliard Branch Successes					
The "Coffee with Constituents" program on Feb 10th with Representative Nygren engaged 10 people of various ages/genders. Positive feedback about the program in general from customers who saw it in our program guide/online calendar was received.				x	



Brown County Library Report February 2020

Library Mission:
Brown County Library is a catalyst for community advancement.

Branch Manager met with the WLA Leadership Development Committee to work on the 2020 Leadership Development Institute held in Madison in August. Using a cohort group model, this program provides continuing education opportunities to librarians across the state featuring instructors from the professional business community focused on top leadership theory and practical management application.

Library Story: A patron approached the desk and asked about an old book, that we were able to find through interlibrary loan. The patron explained that the book was for her husband. When he was a kid, his brother started reading it to him but passed away before they finished. He now hopes to get the book and read the ending.

Wrightstown Branch Successes

After nearly three years of Wrightstown Branch staff trying to make a connection with St. John Evangelical Lutheran School, staff presented a "land shark" story time and led a craft with a captive audience of 3K and 4K students. This wonderful connection has led to a regular story time at St. John's once a month for the rest of the 2020-2021 school year.

Staff represented the library at Wrightstown Elementary School's Family Literacy Night on February 12. She and Rover Reader interacted with at least 35 students or parents while they were visiting stations set up by the elementary school. One family signed up for a library card and many checked out what was coming up on the March library events calendar.



Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
				X
				X
X				



**Neville Public Museum Director's Report
Education & Recreation Committee Brown County Board of Supervisors
For Thursday, March 26, 2020
Submitted Tuesday, March 17, 2020**

Operations: Since our last meeting, we hosted our second Explorer Wednesday for Brown County residents, opened NWTC Business and Artisan Center's exhibit "Hindsight is 20/20," oversaw continuing Core Gallery Capital Project work, and implemented procedures regarding COVID-19 community concerns including the temporary closure of the Museum.

Focus On Collections: With the help of Brown County Facility staff our museum staff moved what we refer to as the Point Au Sable painting (oil on canvas) to its new location in the Core Gallery. Artist Albert E. Backus (1906-1990) was commissioned for the work by West Side State Bank- then M&I Bank- now BMO Harris Bank in 1948. The canvas was glued directly to the plaster wall in the bank lobby. In 2000, the canvas was removed, donated, cleaned, repaired, framed, and hung in the mezzanine of the museum.

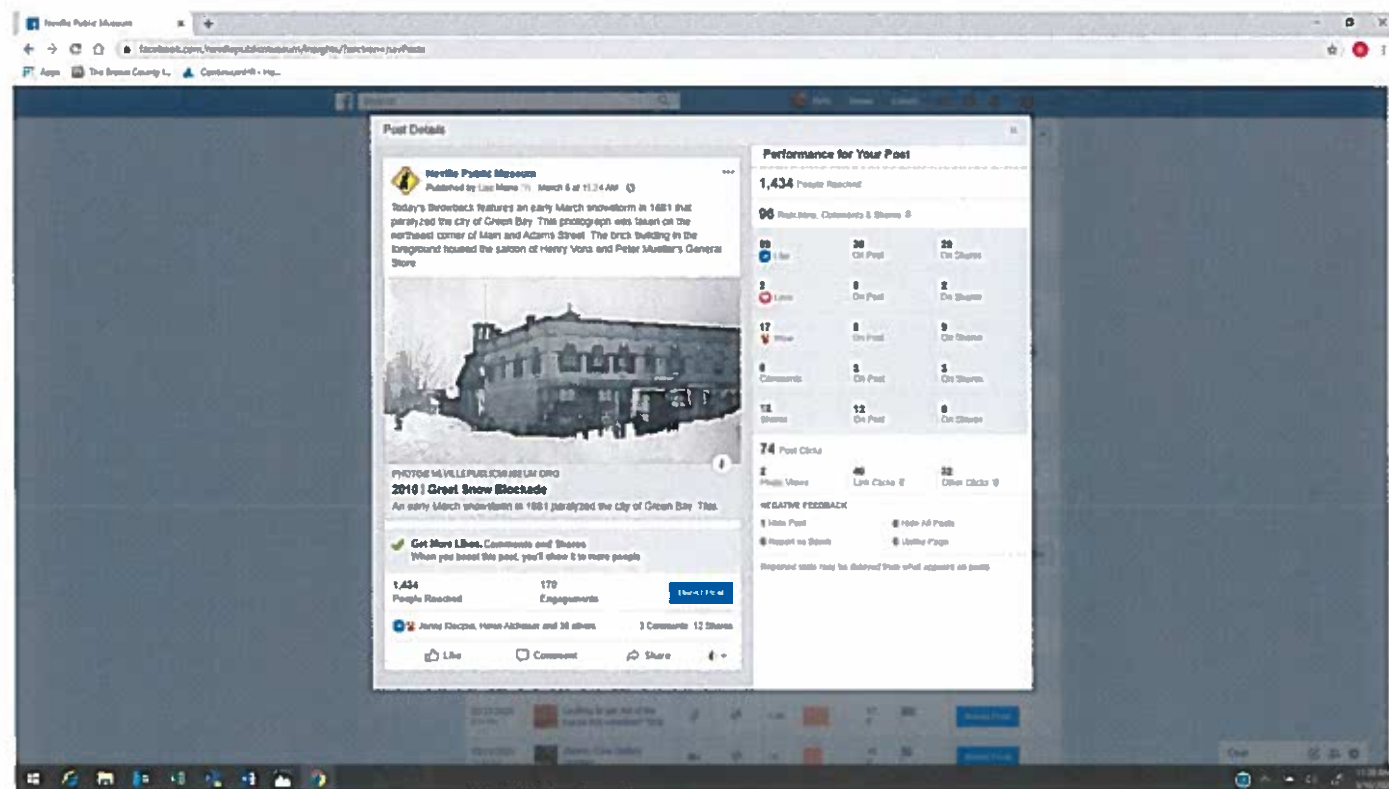


Neville Public Museum Governing Board: Museum Director Lemke updated the Board on Bluewater's last visit, the cleaning and sealing of a mural, the design elements to be approved for the escarpment wall and diorama as well as a custom mural by a local contemporary artist. She shared much work still needs to be accomplished however; the gallery will be ready to open this summer.

Museum Director Lemke shared the draft resolution for the support of the American Alliance of Museums Reaccreditation Core Document Review process that will appear in front of Education and Recreation March 26, 2020 and County Board April 21, 2020.

Regarding outreach and advocacy, Museum Director Lemke requested the Board participate in the Why Do Museums Matter Neville Public Museum survey. She informed the Board that the data would advise the strategic direction forward for temporary gallery exhibits, special exhibits, programming and future partners.

Social Media Success Story of the Month: Today's throwback features an early March snowstorm in 1881 that paralyzed the city of Green Bay. This photograph was taken on the northeast corner of Main and Adams Street. The brick building in the foreground housed the saloon of Henry Vonx and Peter Mueller's General Store.



This post has resulted in 170 engagements of which 96 are comments/shares reactions, and 74 are post clicks to website.

Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

	Sessions	Users	Page Views	Bounce Rate
2020				
February	587	477	12,713	39.52%
January	923	751	20,844	42.25%
2019	10,204	8,317	227,381	39.83%
2018	10,989	7,570	254,136	40.74%
2017	11,025	7,999	211,921	37.33%
2016	12,332	8,539	190,446	37.79%
July 2015-Dec. 2015	7,413	5,410	116,072	51.03%

8

Neville Public Museum Website www.nevillepublicmuseum.org

2020

February total visits = 26,194 and total views = 35,416

January total visits = 30,259 and total views = 40,857

2019 total visits = 410,267 and total views = 546,432

2018 total visits = 448,784 and total views = 598,152

2017 total visits = 431,095

2016 total visits = 207,917

2015 total visits = 204,431

2014 total visits = 131,438 (*62% increase over 2013)

Neville Public Museum Facebook

2020

February

Daily Page People Engaged 4,763

The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)

Daily Total reach (cumulative for the month) 72,261

January

Daily Page People Engaged 6,251

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Daily Total reach (cumulative for the month) 61,814

2019

Daily Page People Engaged 44,045

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Daily Total reach (cumulative for the month) 729,775

	2014		2015		2016		2017		2018	
	Daily People Engaged	Total Reach	Daily People Engaged	Total Reach	Daily People Engaged	Total Reach	Daily People Engaged	Total Reach	Daily People Engaged	Total Reach
TOTALS	24712	1127429	36981	833877	34517	582321	36250	604503	44707	765751



Temporary Exhibits

Guns and Gowns: Explore 200 years of fashion and firearms in *Guns and Gowns*. The exhibit will feature gowns from different eras and firearms from the same time period. Experience hands-on how technology and conflict have influenced the two industries over time. (October 26, 2019 – January 2021)



105th Green Bay Art Colony Exhibition

Featuring a wide array of mediums, the 2020 exhibition of the Green Bay Art Colony will draw inspiration from the museum's artifacts and exhibition displays. (January 25—March 29, 2020)

Hindsight is 20/20

In collaboration with the Museum and the Northeast Wisconsin Technical College Artisan and Business Center this exhibit will include works in all mediums and will be created by students and faculty. It will be displayed using cases and new gridwork on the second floor mezzanine. (March 7-May 31, 2020)

An Artistic Discovery

An Artistic Discovery is an annual exhibition of high school art sponsored by the United States Congress in each congressional district in the nation. Featured at the Neville are artworks from students in Wisconsin's Eighth Congressional District. This is a juried exhibition of artworks based on guidelines developed by the US Congress. The first-prize winning artist has his or her artwork displayed in the US Capitol for one year alongside winners from around the country. (April 4-May 17, 2020)

Amazing Dinosaurs!

Amazing Dinosaurs! recounts the rise and fall of the dinosaurs. Featuring exciting interactive displays, life-like recreations, and authentic dinosaur fossils that may be touched by visitors, the traveling exhibit will transport you to an era long before humans were earth's dominant species. (May 23—November 8, 2020)

Upcoming Events

SPARK! 21-Apr-2020

Explorer Wednesday: Animal Masks 06-May-2020

SPARK! 19-May-2020

Explorer Wednesday: Amazing Dinosaurs 03-Jun-2020

SPARK! 16-Jun-2020

Explorer Wednesday: Independence Day 01-Jul-2020

SPARK! 21-Jul-2020

Explorer Wednesday: Amazing Dinosaurs 05-Aug-2020

SPARK! 18-Aug-2020

Explorer Wednesday: Amazing Dinosaurs 02-Sep-2020

SPARK! 15-Sep-2020

Explorer Wednesday: Sugar Skull Jars 07-Oct-2020

SPARK! 20-Oct-2020

Explorer Wednesday: Thanksgiving 04-Nov-2020

SPARK! 17-Nov-2020

Neville Public Museum Attendance and Revenue Comparison

	2016		2017		2018		2019		2020	
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue
January	2,358	\$ 6,866.50	2,504	\$ 6,942.00	6,838	\$24,883.00	2,015	\$6,717.00	1,897	\$4,810.50
February	2,642	\$ 6,138.00	2,984	\$ 6,437.00	3,295	\$7,749.50	2,544	\$5,074.00	2,490	\$5,210.50
March	3,828	\$ 9,645.50	3,703	\$ 10,835.25	4,757	\$10,527.50	4,228	\$9,387.50		
April	4,757	\$ 7,675.00	4,436	\$ 6,470.50	4,826	\$6,547.00	3,690	\$6,295.50		
May	3,963	\$ 5,623.00	4,338	\$ 6,243.50	3,521	\$5,068.50	3,069	\$4,956.00		
June	3,795	\$ 9,047.50	3,885	\$ 9,918.50	3,589	\$7,916.50	3,495	\$7,005.00		
July	4,092	\$ 13,177.50	3,482	\$ 8,957.50	3,631	\$9,294.00	2,987	\$7,171.50		
August	4,802	\$ 16,136.50	3,586	\$ 10,096.00	3,469	\$8,835.00	3,292	\$5,721.50		
September	2,986	\$ 5,410.00	3,303	\$ 7,269.50	2,848	\$5,695.00	2,171	\$4,859.00		
October	3,848	\$ 6,561.50	4,295	\$ 12,327.50	4,215	\$9,461.00	2,408	\$6,519.44		
November	3,928	\$ 5,970.50	5,746	\$ 12,035.50	4,457	\$8,360.00	3,148	\$7,866.38		
December	6,146	\$ 14,184.50	7,128	\$ 17,055.00	5,330	\$12,644.00	5,093	\$10,619.00		
TOTALS	47,145	\$106,436	49,390	\$ 114,587.75	50,746	\$116,986.00	38,140	\$82,191.82	4,387	\$10,021.00

Neville Public Museum Attendance and Revenue February 2020

Date	Day	Admission	Guided Tours	Distance Learning	Self-Guided Tours	UWEX	Facility Rental/Meeting Attendees	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue	Waived Fees for Brown County Department Meeting Room Use	OUTREACH
1	Saturday	127							127	\$489.50			
2	Sunday	36							36	\$162.50			
3	Monday								0				
4	Tuesday	24					148		172	\$94.00			
5	Wednesday	30							30	\$120.00			
6	Thursday	37					13		50	\$178.00			
7	Friday	50					67		117	\$230.50			
8	Saturday	97					9		106	\$365.50	\$67.50		
9	Sunday	16	127						143	\$465.00			
10	Monday						8		8				
11	Tuesday	22	12						34	\$146.00			
12	Wednesday	20					121		141	\$77.00			
13	Thursday	14							14	\$41.00			
14	Friday	41					79		120	\$206.50			
15	Saturday	90							90	\$451.00			
16	Sunday	51							51	\$240.50			
17	Monday								0				
18	Tuesday	2					27		29	\$28.00			
19	Wednesday	30	10		11		55	59	165	\$273.00	\$425.00		
20	Thursday	26							26	\$68.00			
21	Friday	51	15				265		331	\$264.00	\$97.50		
22	Saturday	80					60		140	\$331.00	\$260.00		
23	Sunday	58							58	\$250.00			
24	Monday								0				
25	Tuesday	14							14	\$62.00			
26	Wednesday	13							13	\$28.00			
27	Thursday	6							6	\$21.00			
28	Friday	24	15				79		118	\$244.00			
29	Saturday	96					22		118	\$429.50	\$350.00		175
TOTAL		1,207	179	0	11	0	953	140	2,490	\$5,201.50	\$1,200.00	\$0.00	175

January Total Attendance 1,897
January Outreach 225
January Grand Total Served 2,122

February Total Attendance 2,490
February Outreach 175
February Grand Total Served 2,665

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NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



Neville Public Museum Director's Report
Education & Recreation Committee Brown County Board of Supervisors
For Thursday, April 30, 2020
Submitted Monday, April 20, 2020

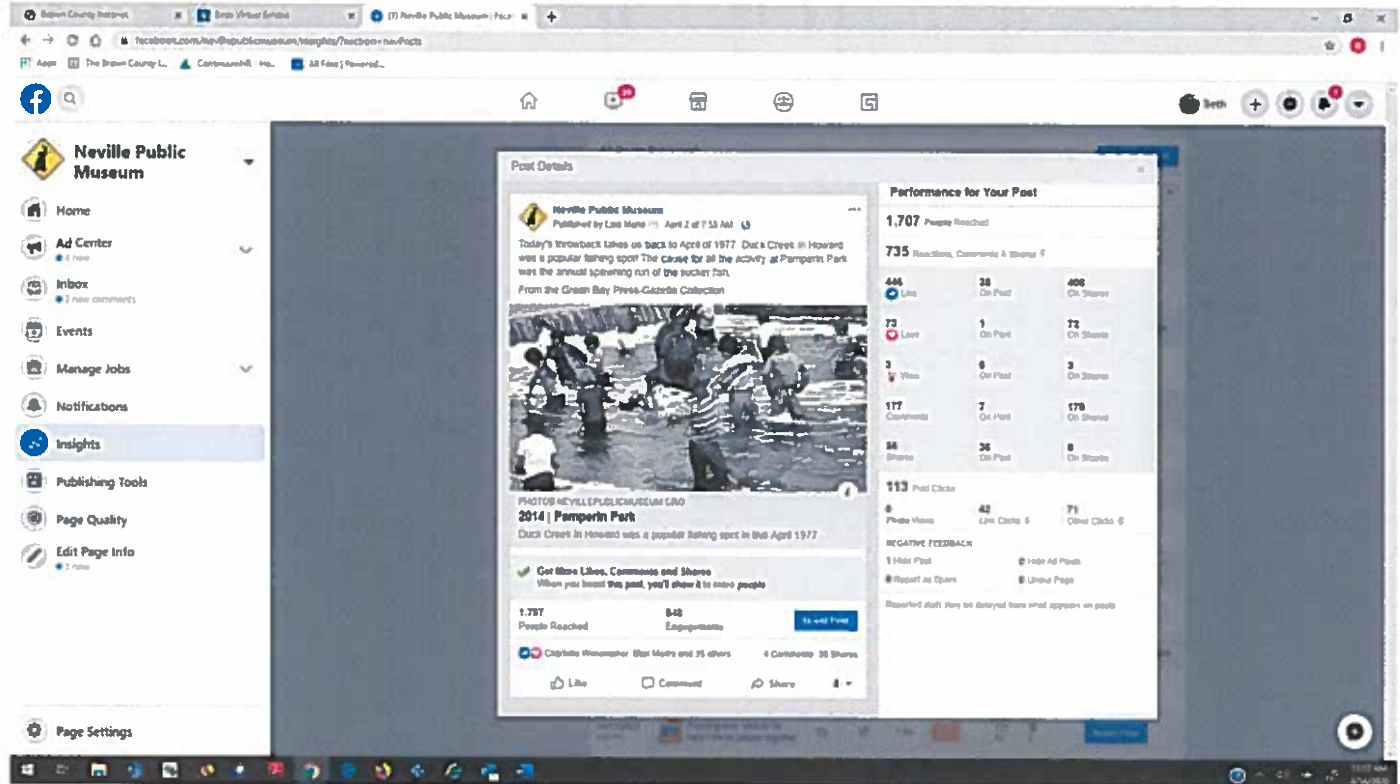
Operations: Since our last meeting we have implemented procedures regarding COVID-19 community concerns with the temporary closure of the Museum. We have developed telework procedures, schedules, and measurable outcomes for each staff member for each pay period. We have worked with Brown County Technological Services to securely work remotely with Wi-Fi adaptors and VPN access on staff workstations. We communicate effectively using Microsoft Teams. Deputy Director Cullen and/or Museum Director Lemke are onsite Monday-Friday and alternate a grounds/building walk though each Sunday to monitor security and building systems caring for the collection. We have increased our social media posting to five days a week specifically focused on artifact stories and education. We have launched four virtual exhibits, recorded new content for Museum Minute online educational segments, have shifted gift shop sales to contact free purchase and curbside pick-up, and continue behind the scenes work in the Core Gallery. Our staff misses our guests as much as they miss us, and we cannot wait to set up the traveling exhibit *Amazing Dinosaurs* and reopen to the public.

Focus On Collections: We know many of you miss the internally created *Birds* exhibit. In 2019, the exhibit featured 150 taxidermy specimens, 88 eggs, 10 nests, 50 pieces of art, and 25 artifacts featuring birds in fashion from the collection of the Neville Public Museum. Working from home staff created this online gallery for you to view a portion of the natural history specimens from home. #StayHealthyBC <https://www.nevillepublicmuseum.org/virtual-exhibits>



Neville Public Museum Governing Board: The Museum Governing Board did not meet in April.

Social Media Success Story of the Month: Today's throwback takes us back to April of 1977. Duck Creek in Howard was a popular fishing spot! The cause for all the activity at Pamperin Park was the annual spawning run of the sucker fish. From the Green Bay Press-Gazette Collection



This post has resulted in 848 engagements of which 735 are comments/shares reactions, and 113 are post clicks to website.

Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

	Sessions	Users	Page Views	Bounce Rate
2020				
March	1,297	1,062	24,645	41.63%
February	587	477	12,713	39.52%
January	923	751	20,844	42.25%
2019	10,204	8,317	227,381	39.83%
2018	10,989	7,570	254,136	40.74%
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Daily Page People Engaged 2,281

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SPARK! 20-Oct-2020

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SPARK! 17-Nov-2020

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	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue
January	2,358	\$ 6,866.50	2,504	\$ 6,942.00	6,808	\$24,888.00	2,015	\$6,717.00	1,897	\$4,810.50
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April	4,757	\$ 7,675.00	4,436	\$ 6,470.50	4,826	\$6,547.00	3,690	\$6,295.50	0	\$0.00
May	3,963	\$ 5,623.00	4,338	\$ 6,243.50	3,521	\$5,068.50	3,069	\$4,956.00		
June	3,795	\$ 9,047.50	3,885	\$ 9,918.50	3,589	\$7,916.50	3,495	\$7,005.00		
July	4,092	\$ 13,177.50	3,482	\$ 8,957.50	3,631	\$9,294.00	2,987	\$7,171.50		
August	4,802	\$ 16,136.50	3,586	\$ 10,096.00	3,469	\$8,835.00	3,292	\$5,721.50		
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8

Neville Public Museum Attendance and Revenue March 2020

Date	Day	Admission	Guided Tours	Distance Learning	Self-Guided Tours	UWEX	Facility Rental/M Meeting Attendees	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue	Waived fees for Brown County Department Meeting Room use	OUTREACH
1	Sunday	55						21	76	\$222.00			175
2	Monday						70		70				
3	Tuesday	10					79		89	\$41.50			
4	Wednesday	120					50		170	\$78.50			
5	Thursday	32							32	\$74.50			
6	Friday	32					100		132	\$158.00	\$35.00		
7	Saturday	122							122	\$449.50			1000
8	Sunday	72					133		205	\$353.00	\$160.00		
9	Monday						50		50				
10	Tuesday	37					30	151	218	\$164.50	\$135.00		
11	Wednesday	18	53					70	141	\$276.50			
12	Thursday	18	55						73	\$276.00			
13	Friday	35					110		145	\$120.50			
14	Saturday	44			3		20		67	\$188.00	\$75.00		
15	Sunday	15							15	\$70.00			
16	Monday								0				
17	Tuesday								0				
18	Wednesday								0				
19	Thursday								0				
20	Friday								0				
21	Saturday								0				
22	Sunday								0				
23	Monday								0				
24	Tuesday								0				
25	Wednesday								0				
26	Thursday								0				
27	Friday								0				
28	Saturday								0				
29	Sunday								0				
30	Monday								0				
31	Tuesday								0				
TOTAL		669	108	0	3	0	691	242	1,713	\$2,472.50	\$405.00	\$0.00	1175

February Total Attendance	2,490	Total Attendance	1,713
February Outreach	175	March Total Attendance Outreach	1,175
February Grand Total Served	2,665	Grand Total Served	2,888

8

County Board meeting April 21, 2020
Communication under Agenda Item #10

To all committees: I would request that all committees place an agenda item of **Impact of COVID-19** on those departments they oversee on their May or June committee agendas so we can see a collection of impact statements in order to better prepare for the future.

Supervisor Schadewald

May 20, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING REVISION TO
NEVILLE PUBLIC MUSEUM CORE DOCUMENTS**

WHEREAS, the Neville Public Museum's (the "Museum") next American Association of Museums (AAM) Accreditation Self-Study is due on July 1, 2022; and

WHEREAS, as part of the submission, the Museum's: 1) Emergency Response Plan; 2) Code of Ethics; and 3) Collections Management Plan (the "Core Documents") must meet certain standards and must reflect current practices; and

WHEREAS, Museum staff have reviewed, revised and approved of the Core Documents and the Museum Governing Board approved of the Core Documents on February 9, 2020; and

WHEREAS, County Board approval of the Core Documents is desirable as it will aid in receiving AAM accreditation.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby approves of the Neville Public Museum's Core Documents, including its Emergency Response Plan, Code of Ethics and Collections Management Plan.

Fiscal Note: This Resolution does not require an appropriation from the General Fund.

Respectfully submitted,

EDUCATION AND RECREATION
COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____
20-026R

10

Authored by Neville Public Museum
 Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
CHU	3				
DORFF	4				
JACOBSON	5				
LEFEBVRE	6				
FRIBERG	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
MURPHY	15				
KASTER	16				
VAN DYCK	17				
HOPKINS	18				
ERICKSON	19				
COENEN	20				
SCHULTZ	21				
PETERS	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



NEVILLE PUBLIC MUSEUM
of Brown County

210 Museum Place
Green Bay, WI 54301

(920)448-4460
NevillePublicMuseum.org

Beth Lemke
Executive Director

(920)448-7848
Lemke_BA@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03/03/2020
REQUEST TO: Education and Recreation Committee, County Board of Supervisors
MEETING DATE: 4/30/20 and 5/20/20, respectively
REQUEST FROM: Beth Lemke
Executive Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION APPROVING REVISION TO NEVILLE PUBLIC MUSEUM'S CORE DOCUMENTS

ISSUE/BACKGROUND INFORMATION: The Museum Governing Board approved the revised Museum Emergency Response Plan, Code of Ethics and Collections Management Plan on February 9, 2020 in preparation for American Alliance of Museums re Accreditation.

ACTION REQUESTED: County Board Approval of Neville Public Museum's Core Documents required for American Alliance of Museums Accreditation.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**



American
Alliance of
Museums

Bridging Communities • Connecting Generations

CODE OF ETHICS

NEVILE PUBLIC MUSEUM OF BROWN COUNTY

June 2006
Revised January 2016

*NPM Code of Ethics, Adopted June 2006
Revised January 2016*

Introduction

Museum Mission:

The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science and art. Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The museum seeks to bridge these multi-generational regional communities, through engaging exhibitions and dynamic programs.

Governance:

The Neville Public Museum of Brown County is a department of Brown County government, a public, municipal corporate body organized and existing under the laws of the State of Wisconsin.

The museum is overseen by the Education, Culture and Recreation Committee of the Brown County Board of Supervisors. The Brown County Board of Supervisors administers County-wide policies and budget. The museum is governed by a seven (7) member body entitled "Neville Public Museum Governing Board" (hereafter referred to as Museum Governing Board), whose membership "shall consist of not less than three (3) nor more than four (4) county supervisors and not less than three (3) nor more than four (4) citizens-at-large depending on the number of supervisors appointed, and at least two (2) of the citizen members shall be appointed from a list of not less than five (5) names submitted by the Museum Corporation." (The Neville Public Museum Corporation is a non-profit corporation incorporated under the laws of the State of Wisconsin to provide financial assistance to the Museum.) Appointments to this Board are made by the Brown County Executive and are subject to confirmation by the Brown County Board of Supervisors. The Museum Governing Board determines specific museum policies and is responsible for the overall operation and administration of the museum and its collections. The Neville Public Museum adheres to all municipal, state and federal laws as they apply to its operation.

The Director of the Neville Public Museum of Brown County is the chief administrative employee and Brown County department head who is responsible to the Museum Governing Board and to Brown County's County Executive and County Board of Supervisors (through its Education, Culture and Recreation Committee). The Director is responsible for the management of the museum building, staff and services and the prudent management of museum collections. The Director is responsible for implementing policies and directives of the Museum Governing Board. The Director exercises these responsibilities through the museum staff.

Purpose:

The museum exists and is organized to conduct its business in support of its mission and the community it serves. It is the obligation of museum boards, administration, staff, and volunteers to fulfill and perpetuate that mission and maintain public confidence.

This code of ethics has been developed to provide guidance regarding ethical conduct by museum governing authorities, administration, staff, volunteers and others as they conduct the affairs of the museum. It is designed to facilitate the identification of conflicts of interest, actual or perceived, and to provide guidelines for avoiding and or resolving such conflicts. The code recognizes, and applies in conjunction with, all applicable local, state and federal laws and international conventions, the Brown County Code, *The American Association of Museums Code of Ethics for Museums* and specific codes of ethics as they apply to individual disciplines and positions within the museum.

Approval:

This code of ethics is approved by the Museum Governing Board. It is intended to be reviewed on a regular basis and amended as appropriate.

Governing Authority and Not-for-profit Support Group

Responsibilities:

Board members associated with the Neville Public Museum should always conduct themselves with integrity and in the best interest of the museum, upholding the museum's public trust by maintaining its reputation in the community and by not misusing its name, property or services. Board members should be ever mindful that their personal activities may reflect upon the reputation of the institution.

Loyalty to the museum and to its mission must be paramount in all of their public conduct. No member of a Museum board should knowingly misrepresent the mission, objectives, policies or programs of the museum.

Confidentiality:

Board members will hold in strictest confidence all privileged information regarding collections management, personnel and donors, and other administrative or programmatic information regarding the museum. This information is proprietary and should not be used for personal advantage or for purposes detrimental to the museum.

Conflict of Interest:

Every board member must disclose any personal, family, financial or business affiliations or commitments that may create a conflict or the appearance of such. All persons assuming a board position with the museum are expected to be familiar with the Museum's Code of Ethics and the Ethics section of the Brown County Code of Ordinances (1.11, article 5) and to use them in guiding their conduct whenever a potential conflict arises.

Personal Collecting:

Although it is not reasonable to require that museum volunteers and members of the boards (Brown County Board of Supervisors, Education and Recreation Committee, the Museum Governing Board and the Neville Public Museum Corporation Board) to adhere to the same guidelines regarding personal collecting as museum staff, it is expected that they will refrain from competing directly with the museum in those areas in which it is

actively collecting. It is required that those associated with the museum will act in a manner that does not compromise the reputation of the museum.

Board members are not permitted to purchase any object deaccessioned by the museum or to trade objects in their personal collections for objects in the museum's collections.

Gifts and Museum Property:

Board members should refrain from accepting personal gifts from persons or businesses with which relationships were fostered through association with the museum. They should also refrain from using museum collections, supplies or resources for anything other than official museum business.

Community Service:

Museum board members should conduct themselves so that their activities on behalf of the community or public service organizations will not have an adverse effect upon the museum's reputation or integrity.

Staff

Responsibilities:

Museum staff must always be dedicated to the high standards and discipline of their profession. Staff members of the Neville Public Museum should always conduct themselves with integrity and in the best interest of the museum, upholding the museum's public trust by maintaining its reputation in the community and by not misusing its name, property or services. In the eyes of the public, museum employees are never wholly separate from their institution, and so staff must be concerned with how their actions might be construed by the outside observer. Staff should be ever mindful that their personal activities may reflect upon the reputation of the institution.

Loyalty to the museum and to its mission must be paramount in all of their public conduct. No member of the staff should knowingly misrepresent the mission, objectives, policies or programs of the museum.

Museum staff will follow the specific codes and standards that apply to their particular area of expertise.

They will be supportive of volunteers and willingly provide appropriate training and opportunity for their intellectual enrichment.

As a public service, staff may identify and evaluate objects; however, staff may not provide written or verbal monetary appraisals of the objects to avoid potential conflict of interest. Nor will staff establish valuations for gifts to the museum's collection or be involved in securing an appraisal for gifts. Referrals for appraisers will be limited to the Appraisers Society of America and the American Society of Appraisers so as to avoid the appearance of endorsement or favoritism. Also, referrals will be made to a variety of vendors regarding questions about conservation, products, etc.

Confidentiality:

Museum staff will hold in strictest confidence all privileged information regarding collections management, personnel and donors, and other administrative or programmatic information regarding the museum. This information is proprietary and should not be used for personal advantage or for purposes detrimental to the museum.

Conflict of Interest:

Every staff member must disclose any personal, family, financial or business affiliations or commitments that may create a conflict or the appearance of such. All persons assuming a staff position with the museum are expected to be familiar with the Museum's Code of Ethics and the Ethics section of the Brown County Code of Ordinances (1.11, article 5) and to use them in guiding their conduct whenever a potential conflict arises.

Personal Collecting:

Staff shall not compete with the Museum by collecting in the same areas in which the museum collects.

In all situations, the museum's collecting needs take precedence over those of the individual. If a staff member acquires an object in the museum's area of collecting, the museum reserves the right to acquire that object at the same cost. This object should be brought to the attention of the Collections Committee.

No member of the staff will be directly involved in the regular buying and selling of museum quality material for profit. Upgrading a personal collection by occasional trades, purchases or sales is not considered dealing. When acquiring works for their own collection, however, staff members should not use their association with the museum to seek discounts or secure any other form of preferential treatment.

Staff members are not permitted to purchase any object deaccessioned by the museum or to trade objects in their personal collections for objects in the museum's collections.

Gifts:

Staff must not benefit personally, either directly or indirectly, from transactions between the museum and individuals or business entities. With this in mind, staff will refrain from accepting personal gifts from persons or businesses with which relationships were fostered through association with the museum.

Personal/Museum property:

No staff member should use for any personal purpose any object or item that is part of the museum's collections or under the guardianship of the museum. Nor should staff use any other property, supplies, or resources of the museum, except for the official business of the museum or as approved by the staff member's supervisor.

Employees will not use the museum to store personal collections. The museum will accept responsibility for insurance, loss or damage only for objects entering the museum for official purposes.

Outside employment/community service:

Staff may be involved in outside employment or public service. Professional staff are encouraged to sit on boards, panels and serve as part of various community organizations.

Staff members are strongly encouraged to participate in the activities of relevant professional organizations that support the larger community of museums and scholars. They should discuss in advance with the director, however, any extraordinary commitments they anticipate making either of museum time or resources related to these activities.

Staff members may not, however, work or solicit for organizations not related to their profession on museum time, nor may they use the material, equipment, facilities, name or reputation of the museum for the benefit of such organizations without the prior approval of the director. Museum employees should conduct themselves so that their activities on behalf of the community or public service organizations will not have an adverse effect upon the museum's reputation or integrity. When a member of the staff expresses a personal opinion on a public issue, s/he should avoid the appearance of speaking or acting on behalf of the museum.

Volunteers

It is essential that all volunteers understand and support the mission and the policies of the museum.

Volunteers will respect the responsibilities and requirements of confidentiality that result from their access to the collections, programs, staff activities, and privileged and proprietary information. Access is a privilege and brings with it the expectations that volunteers will adhere to the same ethical standards that apply to the staff. The lack of material compensation for efforts expended on behalf of the museum does not free volunteers from adherence to these standards.

Volunteers engaged in endeavors that expose them to materials prepared and utilized for fund-raising efforts on behalf of the museum will respect the confidentiality of such material, and leave intact all relevant lists, records and documents.

Working relationships among volunteers and museum staff will be based upon equity and mutual respect.

Collections

It is central to the museum's mission to ensure the proper stewardship of the collections in the museum's care. This includes proper security, handling, accurate documentation, research and interpretation in addition to deaccessioning and compliance with federal law. In order to fulfill these obligations the museum maintains and periodically reviews a comprehensive collections management policy.

The museum staff, governing boards and volunteers must be familiar with and willing to apply the collections management policy to ensure the best professional standards.

Ownership of Intellectual Property

The Museum retains ownership of all intellectual property prepared by staff members as part of their duties or prepared with special contract to the museum. A staff member may receive royalties or payment for any book or article written on his/her own time; however, if the work is related to the museum's program area, he/she must inform the director in writing prior to agreeing to undertake the project.

Material prepared for the museum by staff must acknowledge copyright of the museum and credit any assistance provided by colleagues and others. Employees must obtain the permission of the director in writing prior to agreeing to author—for or any individual, firm or institution other than the museum—any publications that substantially draw upon materials prepared while in the employ of the museum.

The museum retains the right to all such property as it is developed, written, designed, drawn, painted, constructed or installed by museum staff and volunteers while carrying out museum-related responsibilities. This material, including research notes, correspondence, reports, electronic files and photographs should be preserved for future use.

Programs

Programs, including exhibitions, presented by the museum will further the museum's mission and present to the public the most accurate and current information. They will promote the public good rather than individual financial gain and be responsive to the concerns, interests, values and needs of the entire population of the region. The museum will encourage attendance by diverse audiences and enhance the cultural richness of the communities it serves.

The Museum's programs will encourage the responsible expression of ideas and open discussion in an academic community and should remain sensitive to the concerns of its staff and visitors. The Museum should not engage in the censorship of exhibition or speech by curators or invited guest curators, artists or scholars provided that speech is not libelous, slanderous, unlawfully harassing, incites to riot or intended to cause injury.

The museum will offer the public reasonable access to members of the staff and to information regarding the collections.

Development

Members of the museum boards, staff and volunteers engaged in raising monies or soliciting other contributions or gifts-in-kind on behalf of the museum will do so honestly and will use the contributions only for the intended purposes of the donors. Gifts will be solicited without any promise of advantages or opportunities not offered to all donors.

Museum staff will not solicit monetary donations or gifts-in-kind without the prior knowledge and approval of the Neville Public Museum Foundation Executive Director and Museum Executive Director.

Enterprise Activities

Museum shops, publications and other commercial activities of the museum, as well as publicity relating to them, shall be undertaken in accordance with the museum's mission and not compromise the quality of the collections. In arranging for rights and privileges, such as the manufacture and sale of replicas, reproductions or other commercial items adapted from an artifact in the collections, the boards, staff and volunteers shall carry on all aspects of the commercial venture in a manner that will not discredit either the integrity of the museum or the intrinsic value of the original artifact.

Compliance

All museum board members, staff, volunteers and others performing work for the museum are expected to comply with this code of ethics.

Failure of the staff and volunteers to comply will be dealt with by the Director in cooperation with the Brown County Human Resources Department.

Failure on the part of board members to comply will be referred to Brown County's Ethics Board per the Brown County Code of Ordinances (section 1.11, article 8).

EMERGENCY RESPONSE PLAN

of the



NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY

Bridging Communities • Connecting Generations

210 Museum Place
Green Bay

Wisconsin

USA

Revised November 2019

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INTRODUCTION

The Collections Emergency Response plan of the Neville Public Museum of Brown County serves as a tool toward the effective and efficient recovery of the Museum collections in the event of a disaster. The plan outlines steps and procedures to be used in response to an emergency. Its primary goal is to minimize or eliminate damage to the collections after first ensuring personnel safety.

The plan is coordinated to work with specifically outlined procedures established for Guest Services staff.

The museum is a department of Brown County government and as such, relies on the services, equipment and expertise provided by other departments within the County. This plan, therefore, is intended to work in conjunction with plans and schedules of other Brown County departments. Security systems, HVAC, utilities and other building maintenance operations are managed by the Facility Management Department. All computer equipment, networking, backup and maintenance are managed by the Technology Services Department. Supplies and equipment acquisitions are handled through Purchasing and the Risk Manager provides all risk insurance related services - both of these departments fall within the purview of the County's Administration Department.

While each emergency is different, many of the initial responses will be the same. This plan provides information to help with a general understanding of what to expect and what to do. Remember to always use common sense and to react appropriately, keeping in mind the available staffing and the type of emergency.

- Review the plan and familiarize yourself with the layout of the binder so you can quickly find the pertinent information in an emergency. Study the parts relevant to your area of responsibility.
- One copy of the plan will be kept in the Museum's main office. Staff is responsible for keeping their copy in an easily accessible off-site location such as in their home or vehicle.
- The plan is physically designed to be taken apart. In the event of a disaster, staff should remove the appropriate call and order lists to be implemented.
- There will be periodic updates to the binder (new staff lists, etc.). Please remove the old information and replace it with the updates as soon as you receive them so that your plan stays current.
- All staff should be familiar with evacuation plans and fire extinguisher locations. Floor plans indicating these are included in the appendixes.

General Reminders:

- Human life and safety are the most important considerations in an emergency. They are more important than the collections and material assets of the institution. Take no action that endangers life and safety. Ensure your own safety and that of others before attempting to protect or salvage the collection.
- All staff, visitors, volunteers and other on-site workers must evacuate the building in the event of an ordered evacuation or fire drill.
- Only the Museum Executive Director, the Foundation Executive Director, or their authorized delegate may handle media contacts. It is important that staff do not answer any questions from the media or individuals.

This plan will be reviewed every two years for operating accuracy, including table top exercises and other training, as applies. Call lists, vendor lists, supply lists, etc. will be updated as necessary.

Common Emergency Situations

The types of emergencies most likely to occur at the museum include:

- Power outage
- Structural /mechanical failure
- Fire
- Water
- Severe weather
- Hazardous Material
- Infestation
- Vandalism
- Handling accident
- Bomb threat
- Active Shooter
- Medical emergency
- Environmental emergency
- Civil Disturbance

Damage to objects is most likely to occur from water, extreme temperatures, smoke, insects, mold or physical loss associated with the incidents listed above.

General Guidelines

This plan recommends general guidelines that outline procedural steps in the event of an emergency. The guidelines are divided into major and minor emergencies. Some steps will overlap and some may not be applicable in certain situations; the guidelines, however, when used in conjunction with the already established security procedures, should cover all situations.

Major Emergencies are those that could be life threatening, require evacuation and/or movement of a large number of artifacts.

In Minor Emergencies, the incidents are not life threatening, evacuation is not required, and there is a small number of affected artifacts.

Any staff person may be the first to be informed of or witness a disaster situation. It is that staff person's responsibility to implement the disaster plan. The Neville has a very small staff and so chain of command for all emergencies will generally remain the same.

For non-emergency reports on Museum property (i.e. vandalism), the report should be made with the Brown County Sheriff's Dispatch center (not the City of Green Bay, unless it is on City Property). The Brown County Sheriff's Dispatch center phone number is (920) 391-7450.

Guidelines for Major Emergency

1. Take Appropriate Action (i.e. Use Fire Extinguisher, Pull Fire Alarm, etc.)
2. Contact Guest Services (Radio, Phone, in Person, etc.)
3. Contact Museum Executive Director, Disaster Coordinator (DC), Brown County Public Works/Facility Management
4. Work with Guest Services to evacuate visitors, staff, and others on-site
5. Attend to injuries
6. DC & Museum Executive Director assess disaster
7. DC & Museum Executive Director choose command site
8. DC contacts DC assistant and section leaders
9. Work with Facility Management and authorities to determine safety of building and grounds
10. DC and section leaders assess collections
11. Section leaders determine immediate needs, rendezvous points, recovery site
12. Section leaders initiate call lists and supply requests through DC
13. After necessary objects are moved to recovery site, salvage team assists with recovery
14. Museum Executive Director works with Public Works/Facility Management to restore building
15. Return objects to storage or exhibit location as appropriate
16. Following an emergency, recognize staff, volunteers, and board members for their service
17. Analyze incident and confirm appropriate reporting
18. Monitor building collections and grounds for long-term damage

Guidelines for a Minor Emergency

1. Take Appropriate Action (i.e. Use Fire Extinguisher, Pull Fire Alarm, etc.)
2. Contact Guest Services (Radio, Phone, in Person, etc.)
3. Contact DC and Brown County Public Works/Facility Management
4. If necessary, attend to any visitors, staff, or on-site workers
5. DC assesses disaster
6. DC contacts DC assistant and section leaders as necessary
7. Begin recovery
8. Analyze the incident and confirm appropriate reporting

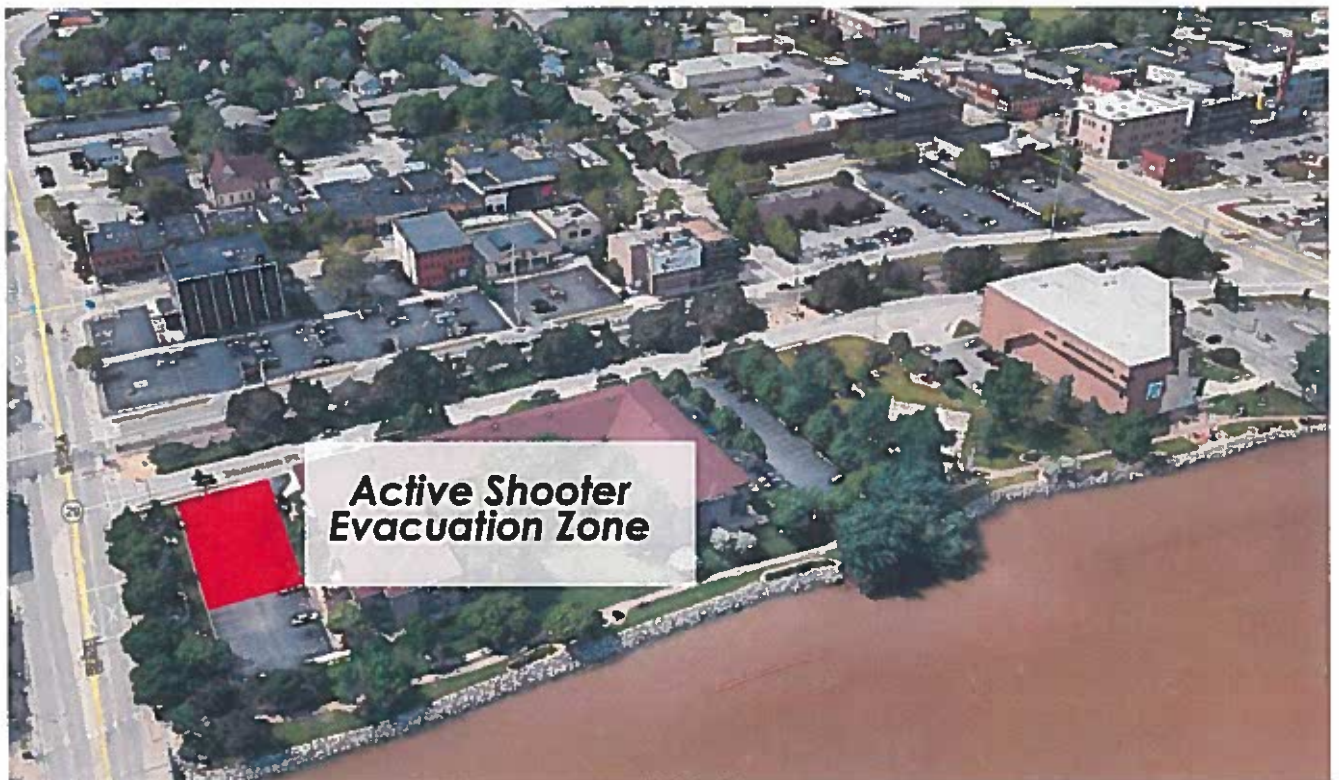
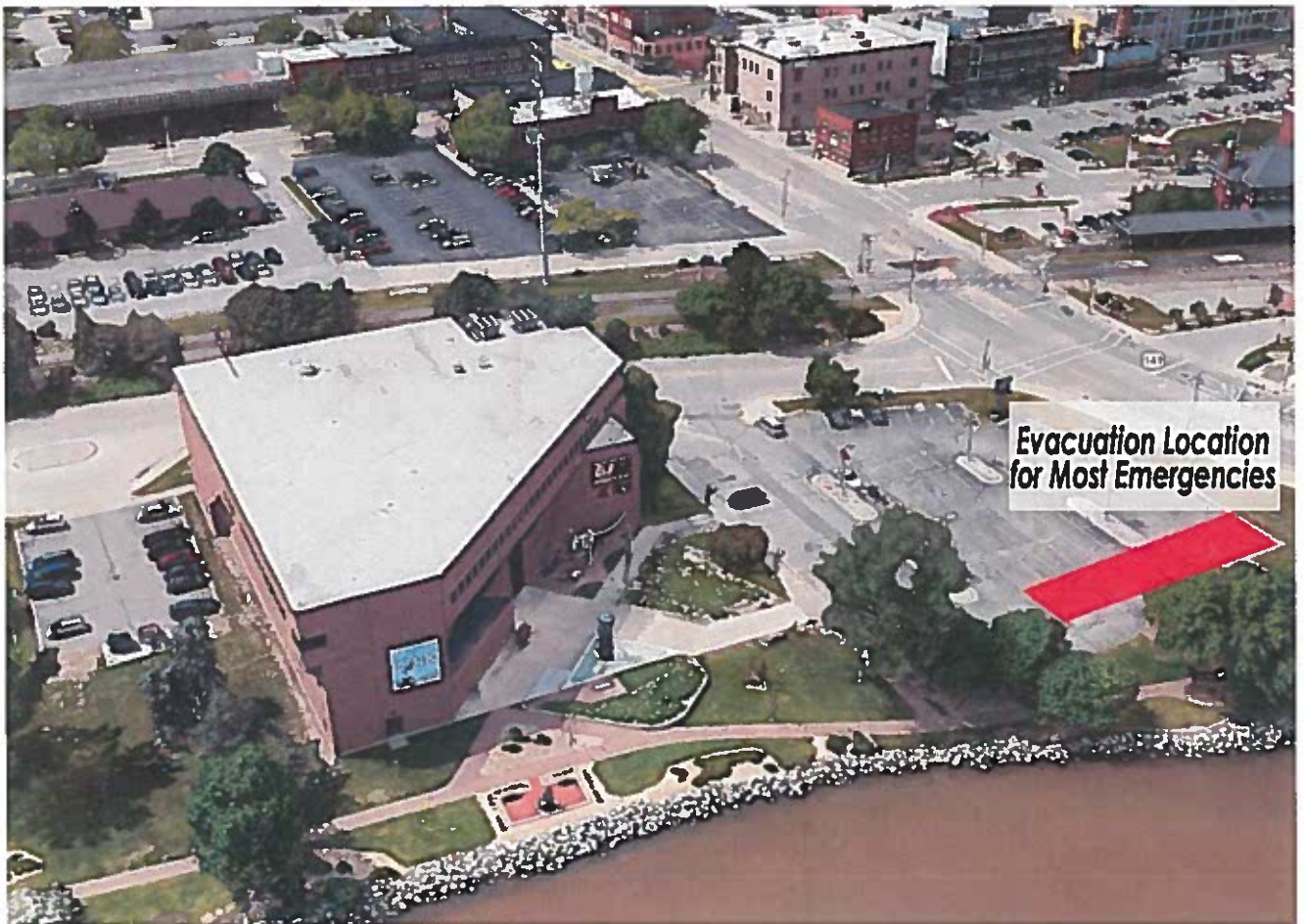
Personnel Evacuation

General

- Use the stairs. In addition to the main staircase in the center, there are stairwells located on the southeast, northwest and southwest corners of the building. There is an emergency exit door on the first floor of each stairwell. These doors lead directly outside. There is no access to any other floors from the stairwells.
- Persons in wheelchairs should wait near stairwells or main staircase for assistance. Guest Services personnel will make a physical check of each floor to ensure everyone has been evacuated per Guest Services procedures.
- In the event the evacuation is for inclement weather, persons on second floor should use the main staircase which will lead them directly to safety areas, namely the Neville Theater, Discovery Room, and Coat Room. Persons in wheelchairs should proceed to the Ice Harvest film area as outlined in Guest Services procedures.

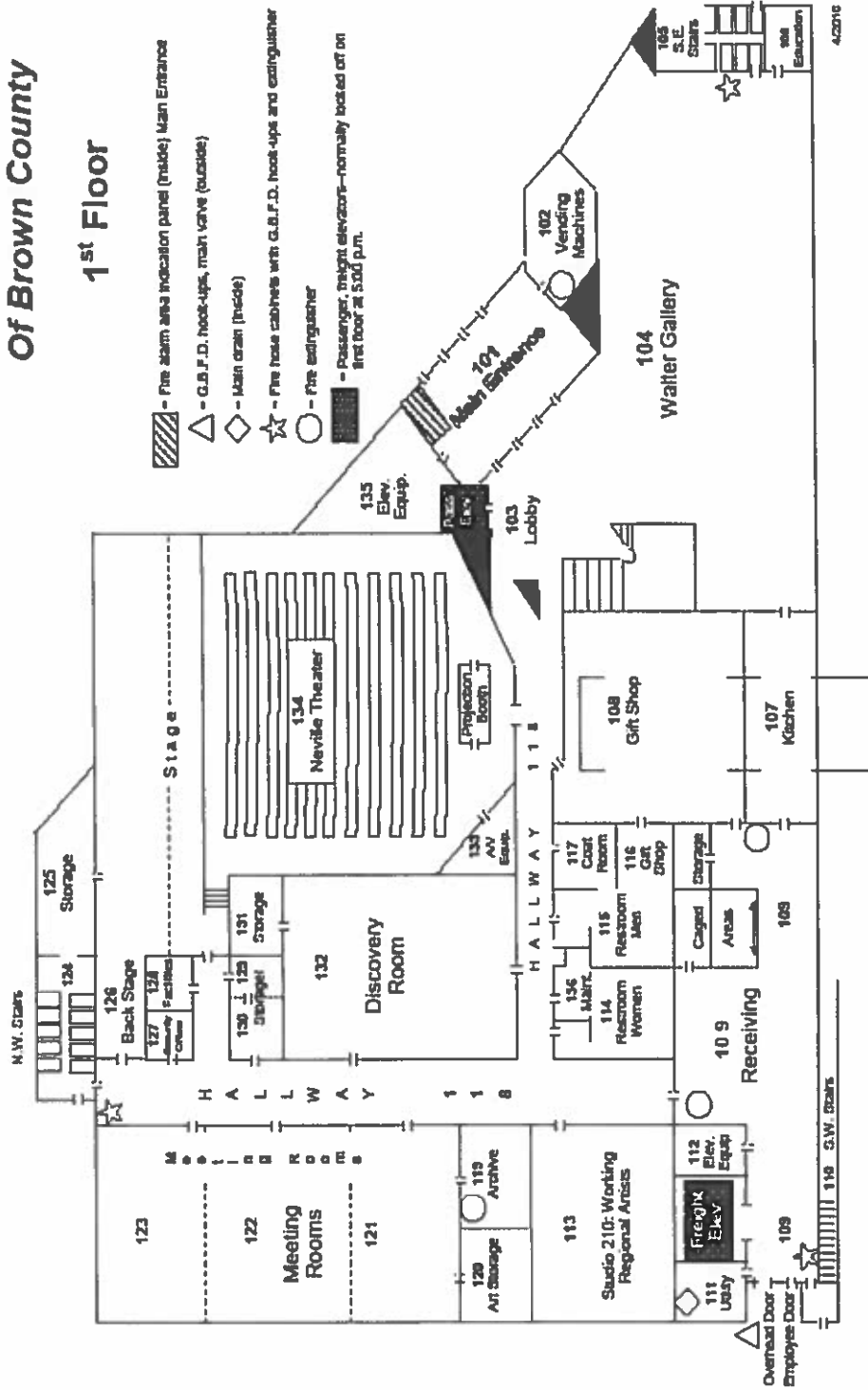
Staff Responsibilities

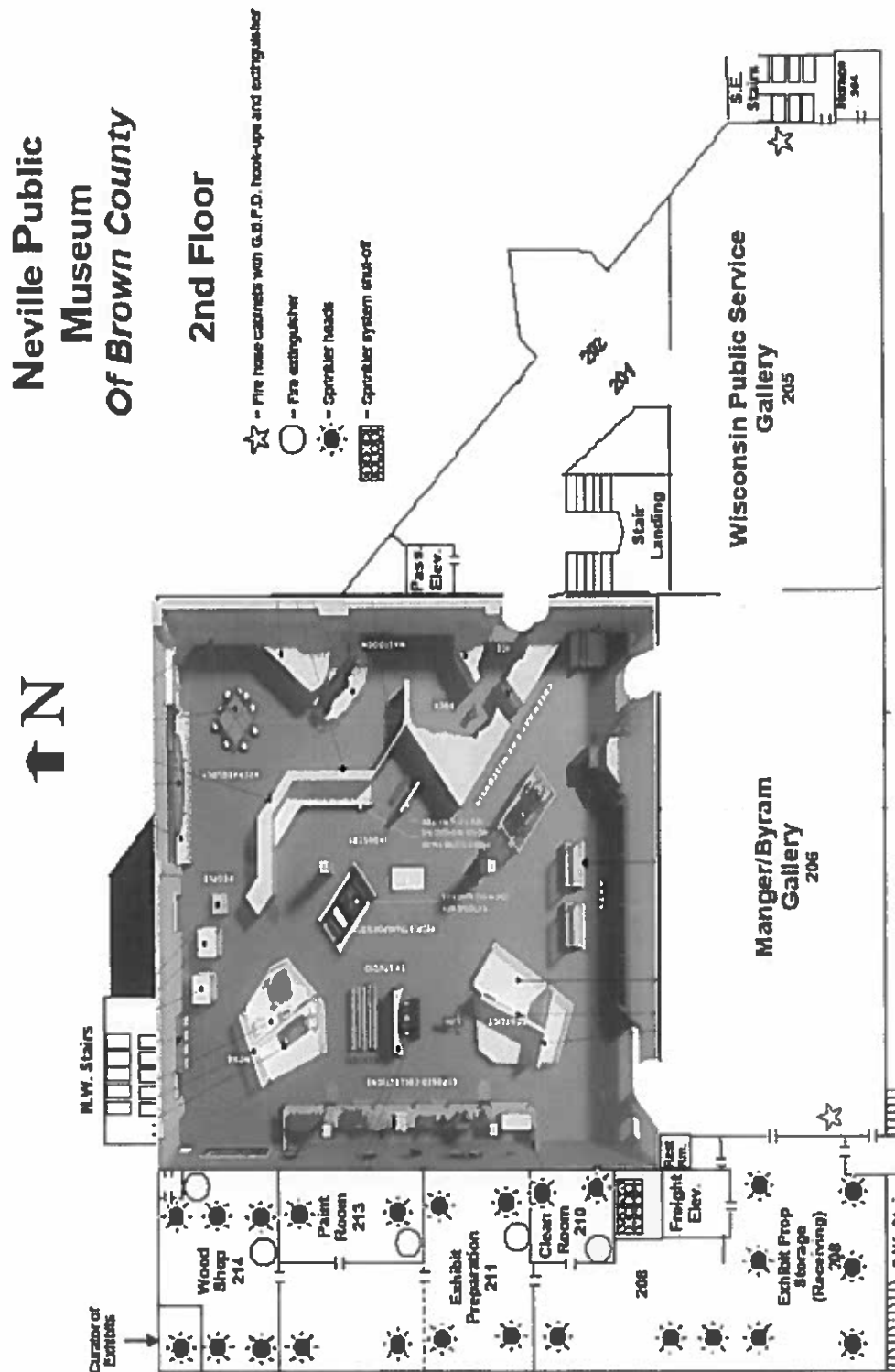
- Take your keys
- Close and lock your office doors
- Escort any volunteers, interns, visitors, on-site workers to safety areas
- Museum and Facilities staff must gather at the southeast (SE) corner of the visitor parking lot.



Neville Public Museum Of Brown County

1st Floor

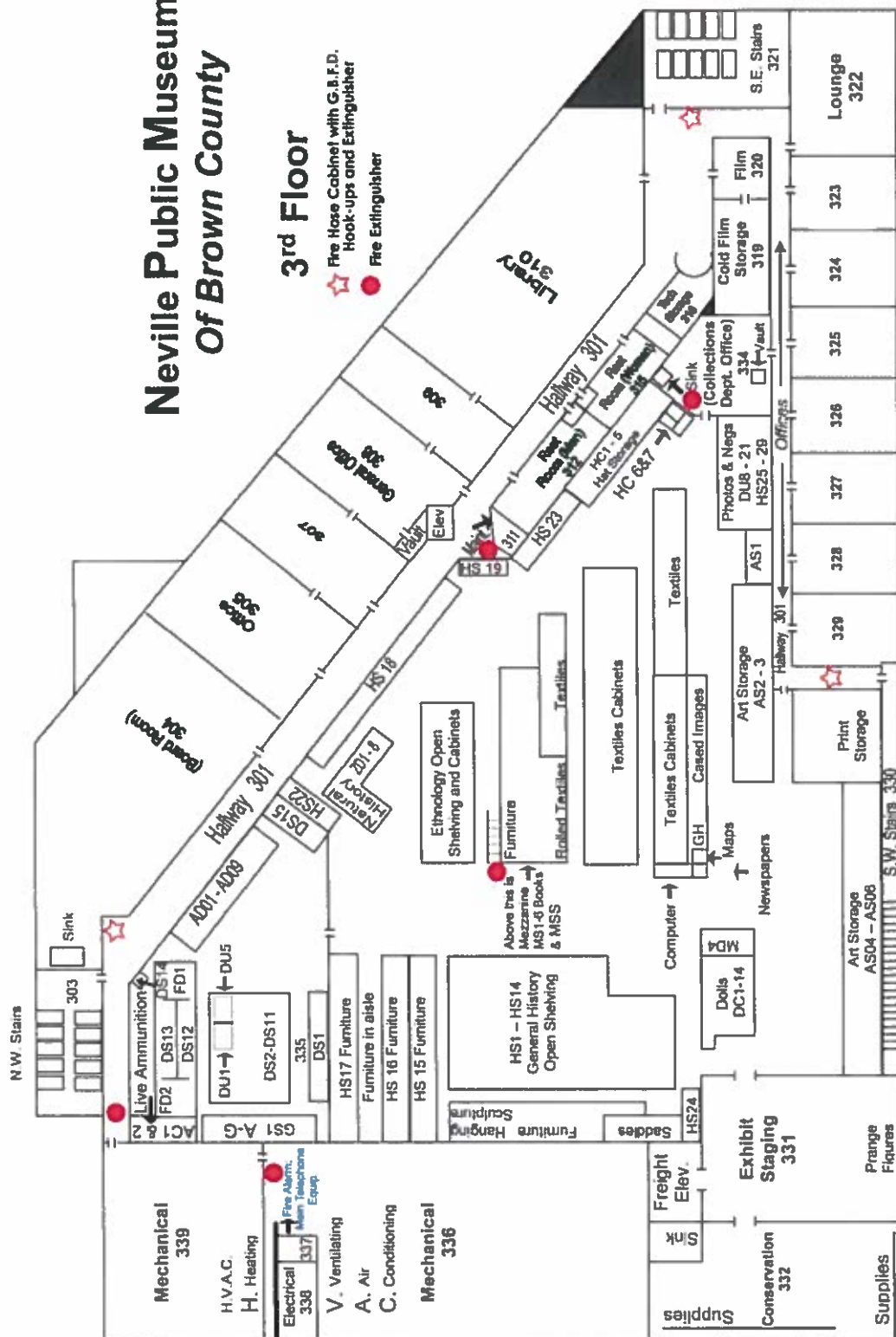




Neville Public Museum
Of Brown County

3rd Floor

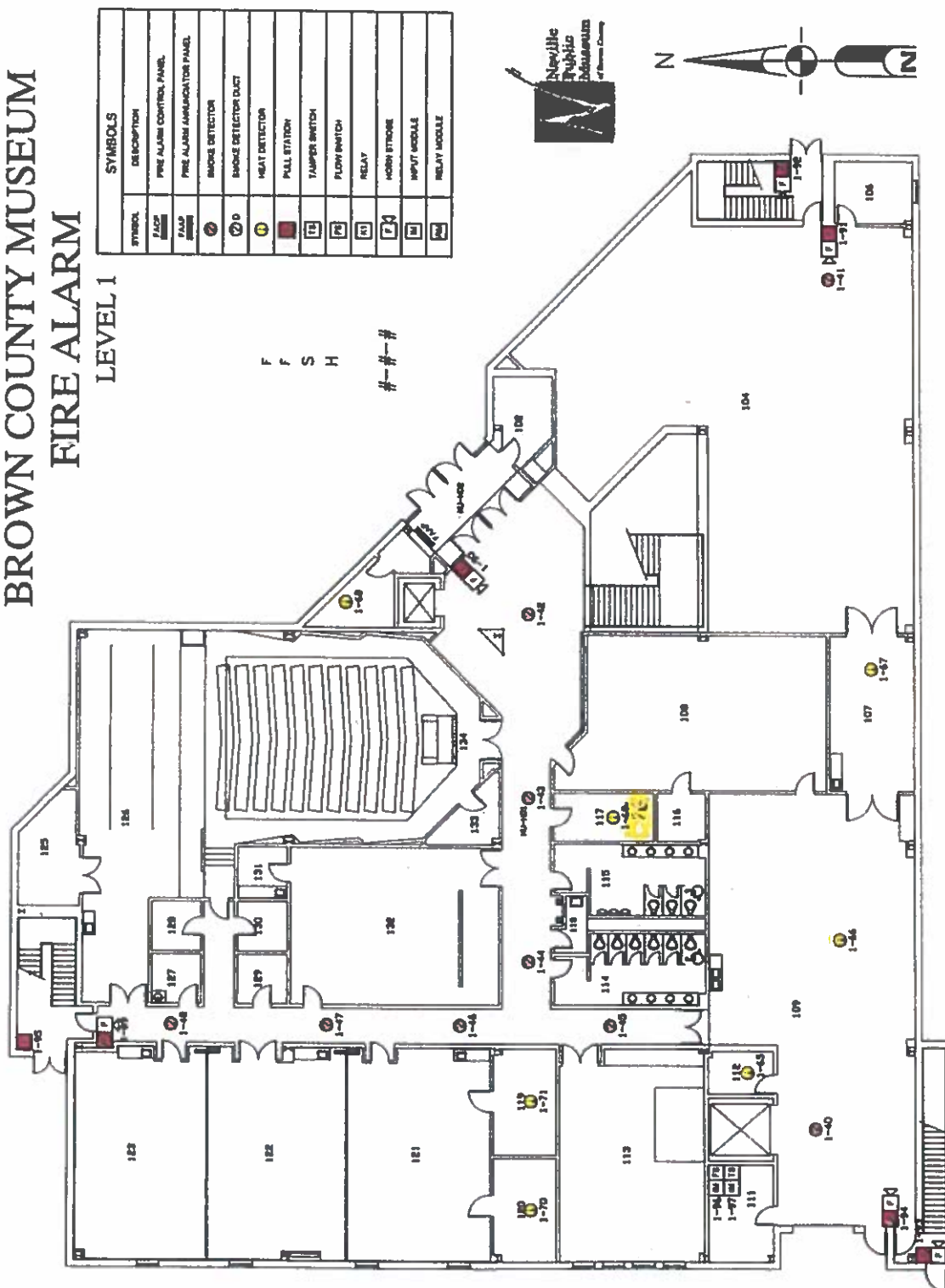
 Fire Hose Cabinet with G.B.F.D.
Hook-ups and Extinguisher
 Fire Extinguisher



BROWN COUNTY MUSEUM FIRE ALARM

LEVEL 1

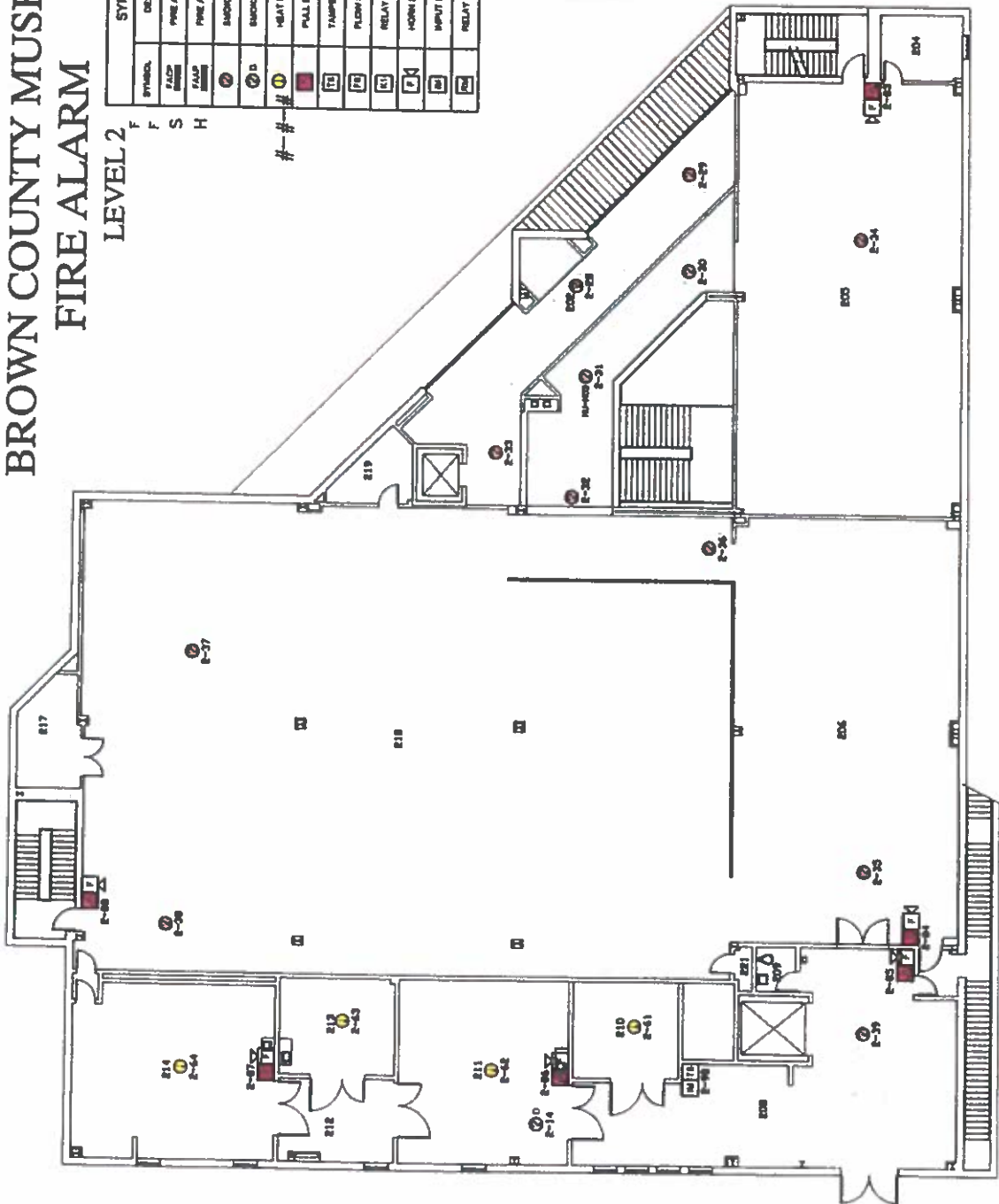
SYMBOLS	DESCRIPTION
	FIRE ALARM CONTROL PANEL
	FIRE ALARM INDICATOR PANEL
	SMOKE DETECTOR
	HEAT DETECTOR
	PULL STATION
	TAMPER SWITCH
	FLOW SWITCH
	RELAY
	HORN STROBE
	INPUT MODULE
	RELAY MODULE



BROWN COUNTY MUSEUM FIRE ALARM

LEVEL 2

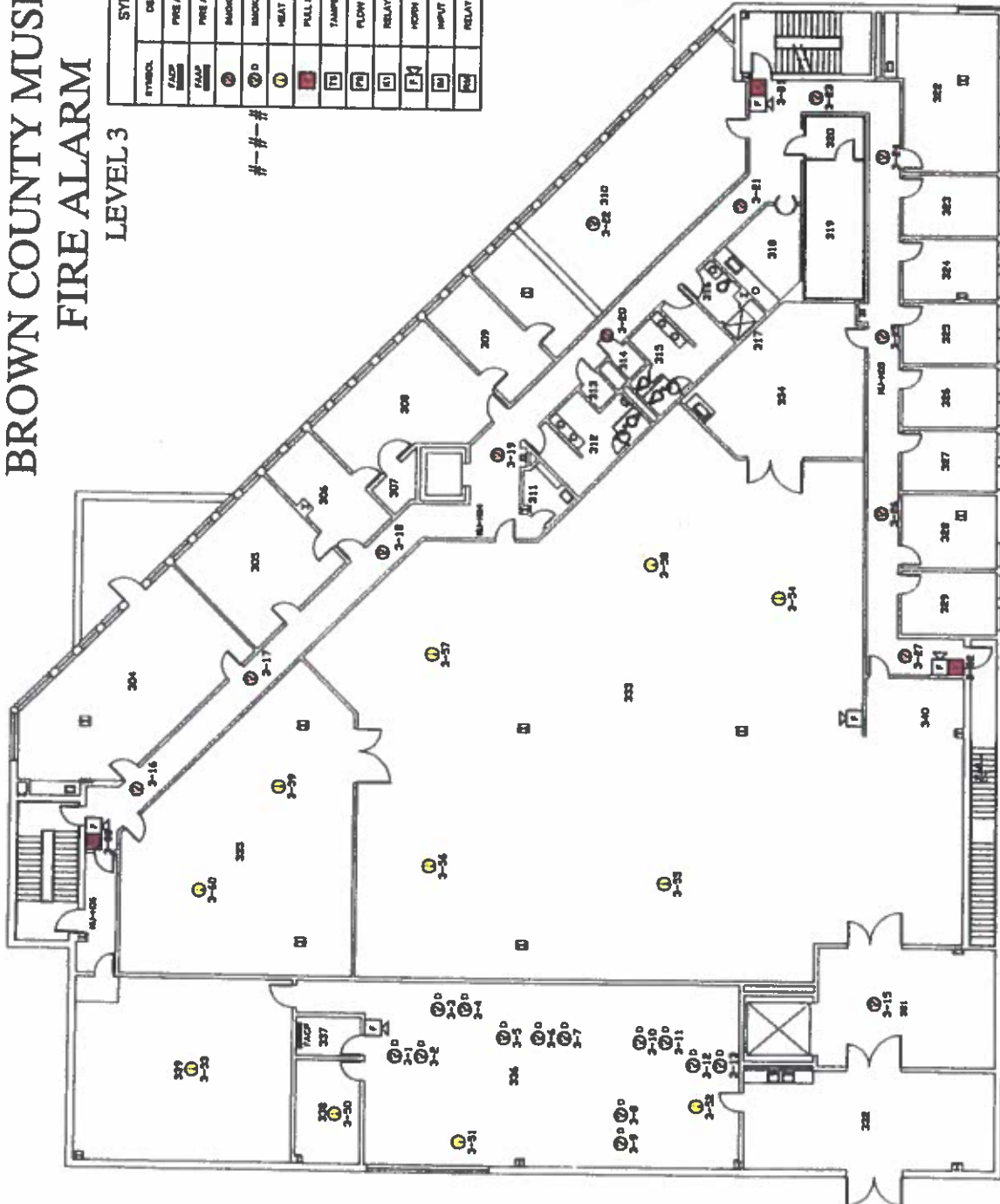
SYMBOL	DESCRIPTION
F	FIRE ALARM CONTROL PANEL
S	FIRE ALARM ASSURANCE PANEL
H	SMOKE DETECTOR
②	SMOKE DETECTOR DUCT
③	HEAT DETECTOR
④	PULL STATION
⑤	TAMPER SWITCH
⑥	FLOW SWITCH
⑦	RELAY
⑧	HORN STROBE
⑨	INPUT MODULE
⑩	RELAY MODULE



BROWN COUNTY MUSEUM FIRE ALARM LEVEL 3

SYMBOLS	
SYMBOL	DESCRIPTION
	FIRE ALARM CONTROL PANEL
	FIRE ALARM ANNUNCIATOR PANEL
	SMOKE DETECTOR
	HEAT DETECTOR
	PULL STATION
	TAMPER SWITCH
	FLOW SWITCH
	RELAY
	HORN/STROBE
	INPUT MODULE
	RELAY MODULE

#-#-#



Security Zone Descriptions

Zone Descriptions

Zone 006 LOW BATTERY AUX POWER SUPPLY
Zone 007 LOW AUX 24 HOUR POWER SUPPLY
Zone 017 1ST FLOOR MOTION DETECTOR WEST
Zone 018 1ST FLOOR MOTION DETECTOR NORTHWEST
Zone 019 1ST FLOOR MOTION DETECTOR WEST
Zone 020 1ST FLOOR MOTION DETECTOR EAST
Zone 021 1ST FLOOR MOTION DETECTOR NORTHEAST
Zone 022 2ND FLOOR MOTION DETECTOR SOUTHEAST
Zone 023 2ND FLOOR MOTION DETECTOR EAST
Zone 024 2ND FLOOR MOTION DETECTOR NORTHWEST
Zone 025 2ND FLOOR MOTION DETECTOR WEST
Zone 026 2ND FLOOR MOTION DETECTOR EAST
Zone 028 3RD FLOOR MOTION DETECTOR SOUTHEAST
Zone 029 3RD FLOOR MOTION DETECTOR SOUTHWEST
Zone 030 3RD FLOOR MOTION DETECTOR EAST
Zone 031 3RD FLOOR MOTION DETECTOR ELEVATOR
Zone 032 3RD FLOOR MOTION DETECTOR NORTHWEST
Zone 033 WEST DOOR NEXT TO OVERHEAD
Zone 034 1ST FLOOR MOTION DETECTOR WEST
Zone 035 SOUTH WEST DOOR
Zone 036 NORTHWEST DOOR
Zone 037 FRONT DOOR GLASS BREAK DETECTOR
Zone 038 FRONT DOORS
Zone 039 1ST FLOOR WINDOWS
Zone 040 ROOF HATCH SOUTH
Zone 041 1ST FLOOR MOTION DETECTOR WEST
Zone 042 1ST FLOOR MOTION DETECTOR SOUTHEAST
Zone 043 SOUTH EAST DOOR & ROOM 106 WINDOW
Zone 044 WEST OVERHEAD DOOR
Zone 045 CABINET TAMPER 1ST FLOOR

Fire Zone Descriptions

Zone Descriptions:

Zone	001	ROOM 336 AIR HANDLER 1 DUCT SMOKE
Zone	002	ROOM 336 AIR HANDLER 1 DUCT SMOKE
Zone	003	ROOM 336 AIR HANDLER 3 DUCT SMOKE
Zone	004	ROOM 336 AIR HANDLER 3 DUCT SMOKE
Zone	005	ROOM 336 AIR HANDLER 2 DUCT SMOKE
Zone	006	ROOM 336 AIR HANDLER 5 DUCT SMOKE
Zone	007	ROOM 336 AIR HANDLER 5 DUCT SMOKE
Zone	008	ROOM 336 AIR HANDLER 4 DUCT SMOKE
Zone	009	ROOM 336 AIR HANDLER 4 DUCT SMOKE
Zone	010	ROOM 336 AIR HANDLER 7 DUCT SMOKE
Zone	011	ROOM 336 AIR HANDLER 7 DUCT SMOKE
Zone	012	ROOM 336 AIR HANDLER 6 DUCT SMOKE
Zone	013	ROOM 336 AIR HANDLER 6 DUCT SMOKE
Zone	014	ROOM 212 AIR HANDLER 2 DUCT SMOKE
Zone	015	ROOM 331 SMOKE DETECTOR FREIGHT RM
Zone	016	HALL 301 SMOKE DETECTOR
Zone	017	HALL 301 SMOKE DETECTOR
Zone	018	HALL 301 SMOKE DETECTOR
Zone	019	HALL 301 SMOKE DETECTOR AT ELEVATOR
Zone	020	HALL 301 SMOKE DETECTOR
Zone	021	HALL 301 SMOKE DETECTOR
Zone	022	ROOM 310 LIBRARY SMOKE DETECTOR
Zone	023	HALL 301 SMOKE DETECTOR
Zone	024	OFFICE HALL 301 SMOKE DETECTOR
Zone	025	OFFICE HALL 301 SMOKE DETECTOR
Zone	026	OFFICE HALL 301 SMOKE DETECTOR
Zone	027	OFFICE HALL 301 SMOKE DETECTOR
Zone	028	GALLERY ROOM 202 2ND FLOOR SMOKE
Zone	029	GALLERY ROOM 202 2ND FLOOR SMOKE
Zone	030	MEZZ ROOM 201 2ND FLOOR SMOKE
Zone	031	MEZZ ROOM 201 2ND FLOOR SMOKE
Zone	032	MEZZ ROOM 201 2ND FLOOR SMOKE
Zone	033	GALLERY ROOM 202 SMOKE BY ELEVATOR
Zone	034	GALLERY ROOM 205 SMOKE
Zone	035	GALLERY ROOM 206 SMOKE
Zone	036	ROOM 218 SOUTH EAST SMOKE
Zone	037	ROOM 218 NORTH EAST SMOKE
Zone	038	ROOM 218 NORTH WEST SMOKE
Zone	039	ROOM 208 STORAGE SMOKE BY ELEVATOR
Zone	040	RECEIVING 109 1ST FLOOR SMOKE
Zone	041	GALLERY ROOM 104 1ST FLOOR SMOKE
Zone	042	LOBBY 103 1ST FLOOR SMOKE
Zone	043	HALL 118 1ST FLOOR SMOKE
Zone	044	HALL 118 1ST FLOOR SMOKE
Zone	045	HALL 118 SOUTH 1ST FLOOR SMOKE
Zone	046	HALL 118 NORTH 1ST FLOOR SMOKE
Zone	047	HALL 118 NORTH 1ST FLOOR SMOKE
Zone	048	HALL 118 NORTH 1ST FLOOR SMOKE
Zone	050	ROOM 338 HEAT DETECTOR ELEC. ROOM
Zone	051	ROOM 336 HEAT DETECTOR
Zone	052	ROOM 336 HEAT DETECTOR
Zone	053	ROOM 339 BOILER HEAT DETECTOR
Zone	054	ROOM 333 COLLECTION HEAT DETECTOR
Zone	055	ROOM 333 COLLECTION HEAT DETECTOR

Zone	056	ROOM 333 COLLECTION HEAT DETECTOR
Zone	057	ROOM 333 COLLECTION HEAT DETECTOR
Zone	058	ROOM 333 COLLECTION HEAT DETECTOR
Zone	059	ROOM 335 DRY STORAGE HEAT DETECTOR
Zone	060	ROOM 335 DRY STORAGE HEAT DETECTOR
Zone	061	CLEAN ROOM 210 HEAT DETECTOR
Zone	062	PREP ROOM 211 HEAT DETECTOR
Zone	063	PAINT ROOM 213 HEAT DETECTOR
Zone	064	WOOD SHOP ROOM 214 HEAT DETECTOR
Zone	065	ELEVATOR EQUIPMENT ROOM 112 HEAT
Zone	066	RECEIVING 109 1ST FLOOR HEAT
Zone	067	KITCHEN ROOM 1ST FLOOR HEAT
Zone	068	ELEVATOR EQUIPMENT ROOM 135 HEAT
Zone	070	ART STORAGE ROOM 120 1ST FLOOR HEAT
Zone	071	ARCHIVING ROOM 119 1ST FLOOR HEAT
Zone	072	PASSENGER ELEVATOR RECALL RELAY
Zone	073	HVAC RELAY
Zone	074	FREIGHT ELEVATOR RECALL RELAY
Zone	076	COAT ROOM 117 1ST FLOOR HEAT
Zone	080	3RD FLOOR NW STAIRWELL PULL STATION
Zone	081	SOUTH EAST 3RD FLR STAIRWELL PULL
Zone	082	SOUTH WEST 3RD FLR STAIRWELL PULL
Zone	083	SOUTH EAST STAIRWELL 2ND FLOOR PULL
Zone	084	SOUTH WEST STAIRWELL PULL
Zone	085	SOUTH WEST STAIRWELL PULL
Zone	086	PREP ROOM 211 PULL
Zone	087	WOODSHOP ROOM 214 PULL
Zone	088	NORTH WEST STAIRWELL PULL
Zone	089	NORTH WEST STAIRWELL 1ST FLOOR PULL
Zone	090	MAIN ENTRY 1ST FLOOR PULL
Zone	091	SOUTH EAST STAIRWELL 1ST FLOOR PULL
Zone	092	SOUTH EAST STAIRWELL 1ST FLOOR PULL
Zone	093	SOUTH WEST STAIRWELL 1ST FLOOR PULL
Zone	094	SOUTH WEST STAIRWELL 1ST FLOOR PULL
Zone	095	NORTH WEST STAIRWELL 1ST FLOOR PULL
Zone	096	SPRINKLER WATERFLOW ALARM
Zone	097	MAIN GATE VALVE
Zone	098	ROOM 208 2ND FLOOR TAMPER SWITCH

FIRE ALARM PROCEDURE 2nd/3rd Guest Services Staff

Immediately upon hearing fire alarms sound:

Guest Services Staff should head to 2nd Floor, then:

1. Evacuate all persons on second floor through nearest unobstructed exits. Instruct persons to leave immediately, as they will look to you for direction.
2. Locate wheelchair(s) along walls near closest unobstructed exit(s) or instruct escort to do same. **DO NOT** locate wheelchair(s) in stairwell(s). Be certain wheelchair occupants are not in danger. Assure them GBFD is responding. Remain with them if necessary.
Communicate wheelchair location(s) to Front Desk and Guest Services Coordinator
3. When second floor is evacuated and if it is unnecessary to remain with any wheelchair occupant(s), report to employee door and remain posted until further direction from Front Desk and Guest Services Coordinator

If two Guest Services Staff are available in addition to Front Desk Staff (the other Guest Services Staff will be posted at main entrance doors).

RESETTING PASSENGER OR FREIGHT ELEVATOR AFTER FIRE ALARM

The elevator(s) need to be reset after an alarm when a detection device nearest the elevator(s) initiated the alarm.

Reset the elevator(s) after the alarm system is reset.

To reset the elevator(s):

1. REMOVE (H2389) key from case located immediately inside of passenger elevator equipment room (135).
2. Insert key in switch located to upper left of appropriate elevator on first floor (silver plate with red switch).
3. Switch key to the left, and back to the middle.
4. Remove key and return it to case.

MEDICAL EMERGENCY

In event of sickness or injury to anyone on Museum premises, in which assistance is requested or visibly needed, **use good judgment as to seriousness of situation.**

If an individual cannot move, or appears to be seriously ill or injured, **do not attempt to move them.**

- Ask if they would like GBFD Ambulance assistance (8-911). If yes, inform them there is a fee charged for the response.
- If an individual is too ill or injured to make a decision and are unaccompanied by anyone able to make a decision for them, contact GBFD Ambulance (8-911).
- Administer First Aid if trained & you feel comfortable. If individual is conscious, make sure you ask for consent before treating.
- When children are involved, request parent, teacher, guardian, etc. to assist, if present, and to stay with them. Attempt to call parent, if necessary.
- Request further assistance from Guest Services Staff, Guest Services Coordinator, or Museum personnel, if necessary. *Notify of your position in the Museum so Emergency personnel can be led to you quickly.
- Keep persons as comfortable as possible. Instruct bystanders to continue on their way and clear space for rescue personnel, if necessary.
- Be careful not to be injured yourself, if emergency condition exists.

AED

An AED (automatic external defibrillator) attached to north wall adjacent first floor passenger elevator, is for use by anyone on Museum property. 911 should be called immediately if this device will be used. Two Guest Services staff will be present, when available, providing assistance and/or crowd control whether they or someone else is administering aid. Museum employees have had instruction on AED use, though there is no obligation to use this device.

FIRST AID SUPPLIES

- First Aid supplies (limited), ice packs, and VITAL EMERGENCY RESPONSE KITS (for clean-up of vomit or other bodily excrement) are located on shelf in Janitor Closet (136).
- A (blue) fold down cot (weight limit 250 lbs.) and two blankets (in plastic bags), are located in Backstage, N.W. corner.
- Any available private area, may be used if someone needs to rest.
- Assist with wheelchair if necessary.

REMEMBER

- **DO NOT** make comments or statements to anyone implying responsibility. Cooperate with GBFD/GBPD personnel.
- Attempt to obtain information on **Injury or Incident on Museum Premises** and complete an incident report, for any such condition or issuance of any supplies. Be thorough.
- Band-Aids and a spray bottle of Bactine (anti-bacterial) spray are located beneath Guest Services desk. Suggest persons thoroughly wash affected area before using Bactine and/or Band-Aids.
- An emergency EYE WASH/SHOWER station is located adjacent to the sink in first floor receiving area (109), north wall.
- Be certain to carry two-way radio, proper keys/access tag. **DO NOT** lock yourself out.

Do Not Panic, Remain Calm, Work Quickly

INCIDENT REPORTS (Found in <W:\Incident Reports\Incident Report Blank>)

NEVADA PUBLIC MUSEUM
Incident Report

Incident Number: _____ Date: _____

Full Name: _____ Address: _____

Phone: _____

Witness to Incident: _____

Case Provided to: _____

Reporting Staff: _____

Date/Time: _____

Staff Number: _____

Date/Time: _____

SECURITY PROCEDURE FOR SEVERE WEATHER

In event of severe weather, Brown County emergency warning sirens sound continuously for **three (3) minutes**, and sound repeatedly as necessary. (Sirens are tested each Wednesday at noon for approximately one minute).

When weather appears **threatening**, Front Desk and or Guest Services Coordinator will **monitor weather radio**. If **Tornado warning** is broadcast for Brown County, or emergency warning sirens sound, Front Desk and or Guest Services Coordinator will initiate Severe Weather Procedure.

SEVERE WEATHER PROCEDURE FRONT DESK

- Immediately inform other Guest Services Staff members of condition, stating **CODE DOWN** on 2 way radio.
- Press **page button (or 4477)**, on telephone. Announce: "Attention please, all visitors and staff come to first floor immediately." Repeat.
- Lock computer, lock cash drawer, and secure keys.
- Unlock Neville Theater (134), switch on lights.
- Lock main entrance doors. Direct everyone to safety area(s) and don't allow anyone on second floor.
- When all Guest Service Staff members are in safety area(s), thoroughly recheck second and third floors, being certain everyone has evacuated. Close doors.
- Continue monitoring radio for cancellation of tornado warning.
- When cancelled, inform everyone, secure/reopen necessary areas, and resume normal activity.
- Portable weather radio, additional flashlights, and batteries can be found in the **Weather Emergency box** in 109, Receiving, near the alarm panel.

Second Guest Service Staff

Upon receiving and acknowledging **CODE DOWN**, thoroughly evacuate all of second floor. Then, report to safety area(s). If on break or other duties return to second floor immediately and carry out Severe Weather procedure.

Visitors **unable** to evacuate via stairs (and any aide(s)), will be located in **ICE FILM area**. One Guest Service Staff member will remain with them.

SAFETY AREA(S)

Neville Theater Discovery Room Restrooms Coatroom ICE FILM area (if necessary)

REMEMBER

- When all Guest Service Staff members are in safety area(s) Front Desk and or Guest Service Coordinator will thoroughly recheck second and third floors, being certain everyone has evacuated to first floor. Close doors.
- Keep **everyone** together in safety area(s). We cannot keep people in Museum for their safety. However, if people stay in Museum, they **must** be in safety area(s).
- Use telephone only if absolutely necessary.
- Be certain Room 113 and meeting rooms (121, 122, 123), are locked.
- Stay away from perimeter doors and windows.

MUSEUM STAFF RESPONSIBILITIES

- Take your keys, lock doors.
- Escort volunteers/interns/visitors to safety area(s).
- Do not use elevator(s).

- Do Not Panic — Remain Calm, Work Quickly

GUEST SERVICES STAFF RESPONSIBILITIES—BOMB THREAT & TELEPHONE THREATS

- Listen carefully to caller.
- If possible, ask questions listed on **BOMB THREAT** form, and fill in form as accurately as possible at time of the call. **Complete form as time permits. *Found in Red Emergency Procedure Binder**
- Remain calm, be thorough, work quickly.

FRONT DESK

- Inform other Guest Services Staff member, Guest Services Coordinator, Museum Director **immediately after** call has ended.
- Call GBPD (8+911) and GBFD (8+911).
- Report condition, stating location, your name and position. Request immediate assistance. Direct or Instruct response to employee door (Southwest corner of building).
- Meet responding authorities at employee door. Remain with them and assist as requested.
- ***Evacuate Museum only if instructed to do so by GBPD/GBFD personnel unless time factor is stated by caller, or other source, and is imminent. Lock main entrance doors if Museum is evacuated.***
- One Guest Services Staff, Coordinator, or other designated individual(s) will thoroughly evacuate **all of third floor** (including all Collection and mechanical areas), **all of second floor** (including Woodshop and exhibit preparation areas), and **all of first floor**. Evacuate all persons through nearest unobstructed exit(s).
- Upon "all clear" indication from GBPD/GBFD personnel, instruct other Guest Services Staff members to secure usual areas, resume normal duties and **open Museum**.

REMEMBER

- Guest Service Staff may be informed by other Museum staff, of threat, and may be threatened by other means (mail, verbally etc.). Duties listed above should be followed as closely as possible, once informed, regardless of type of threat. If other Guest Services Staff members are informed or receive threat, report to Front Desk immediately.
- **Be certain** to carry radio and proper keys. **Keep radio communication minimal.**
- If other Guest Services Staff members are present, and have evacuated building, post(s) will be employee door and main entrance doors. If any condition necessitates leaving your post, station yourself safely outside of Museum, while maintaining surveillance of area(s) of responsibility.
- **DO NOT** make statements about situation. Cooperate with GBPD/GBFD personnel.
- Be alert to suspicious persons, events, items etc. **DO NOT** touch suspicious items.
- Report to Guest Services Staff members at Front Desk immediately.
- Be familiar with incident report form the questions below and Bomb Threat responsibilities.

In the incident report narrative section, document the following information:

1. What time the call started approximately?
2. What time the call ended approximately?
3. Exact words of caller to the best of your ability?
4. Questions you asked the caller?
5. When is the bomb going to explode?
6. Where is the bomb right now?
7. What does it look like?
8. Why did you place it?
9. Any additional documentation you feel would be helpful.

ACTIVE SHOOTER PLAN

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY quickly determine the most reasonable way to protect your own life. Remember that visitors and clients are likely to follow the lead of Guest Services staff, Brown County employees, Guest Services Coordinator, Deputy Director, and Director during an active shooter situation. Your Response should be followed in the order listed below. Statistics show your best chance for survival is to evacuate. If **evacuation** is not an option, then find a place to **hide**, finally if the other options are not feasible and your life is in imminent danger **take action**.

1. Evacuate if there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 8-911 when you are safe
 - *Information to provide to law enforcement or 8-911 operator:*
 - Location of the active shooter
 - Number of shooters, if more than one
 - Physical description of shooter/s
 - Number and type of weapons held by the shooter/s
 - Number of potential victims at the location

2. Hide out if evacuation is not possible; find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

3. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY if the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet If evacuation and hiding out are not possible:
- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

4. Take action against the active shooter as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

HELP AS ARRIVED: HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible.

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Officers will proceed directly to the area in which the last shots were heard:

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement approaches you:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

LOCKDOWN PROCEDURES

- Staff will be notified of the lockdown situation by a PA announcement.
- The public and staff will be kept in the room they are in or the designated area(s) for that floor.
- Do NOT attempt to locate any staff that may be out of the area.
- LOCK all doors.
- Turn off all lights.
- Close all blinds.
- BE QUIET!
- Keep everyone out of sight by positioning them away from any door or window.
- Do NOT answer the telephone.
- If outdoors at the time of the lockdown: Do NOT re-enter the building. Go to the designated evacuation site. Notify the authorities of your location and wait there for instructions.
- Utilize cell phones to contact authorities with pertinent information regarding the crisis situation.
- A PA announcement will notify you that the situation has been stabilized.
- Display red or green placard in the door or window as appropriate.

- Green: no immediate attention needed.
- Red: immediate attention needed (medical assistance needed).
- Remain in secure positions until you are personally 'rescued' by emergency personnel or verify identity of rescuer personnel before opening door.
- If at some point during the lockdown the situation warrants evacuation for the safety of self or others, do so quickly and quietly. Once outside the building, proceed immediately to the designated evacuation site and notify the authorities of your location and wait there for instructions.

PASSENGER AND FREIGHT ELEVATOR EMERGENCY

If elevators become inoperable with passengers aboard, they will sound elevator alarm bell, Guest Services staff should be telephoned, or otherwise notified. **Telephones in elevator cars call only to 911 operator.**

1. Call another Guest Services Staff member, Guest Services Coordinator, Deputy Director, or Director to assist.
2. Assure passengers assistance is being summoned. Speak to passengers through elevator doors.
3. Instruct passengers to press **all** floor buttons and door open button. If this fails to dislodge the car, instruct Guest Services Staff member to press elevator buttons on each floor.
4. If step 2 fails, call current elevator service contractor. Report condition, stating location, your name and position. Request **immediate** assistance.
5. Call GBFD (**8+911**). Report condition, stating location, your name, and position. Inform GBFD that elevator service contractor has been contacted. Request **immediate** assistance if necessary, and follow proper emergency procedures.
6. Post out-of-order signs on each floor (attach over elevator buttons).
7. After problem is resolved, remove out-of-order signs.
8. If GBFD has not responded prior to issue being resolved, call again after problem is resolved, and inform them.

If elevators become inoperable **without** passengers aboard, post out-of-order signs and call elevator service contractor for service. **Also, notify Guest Services Coordinator, Deputy Director, and Director of problem and inform that elevator service contractor has been called.**

If problems occur with elevators (hesitation, door closing/opening, ride quality, car stopping between floors then continuing, etc.), call **Guest Services Coordinator, Deputy Director, and Director and inform of problem and that elevator service contractor has been called.**

Indicate any problem with elevators and action taken in an incident report.

FREIGHT ELEVATOR ACCESS TO THIRD FLOOR

When freight elevator does not operate to 3rd floor, usually, the battery needs replacement.

If elevator does not operate to any floor, check for other problems (on/off switches, open gate, tripped breakers, etc.).

Personnel needing access to 3rd floor via freight elevator have been issued a specific elevator key.

If any problem persists, call Director or Deputy Director first or Facilities Management as last resort.

POWER OUTAGE

If brownout occurs, use good judgment as to removing visitors from exhibit area(s). If lights are dimmed but viewing of exhibits is still possible, visitors may remain in exhibit area(s).

When **only** fluorescent ceiling lights are on in exhibit area(s), remove visitors from exhibits. They may remain in the Museum in **naturally lighted areas of first floor.**

Be certain to follow **SEVERE WEATHER** procedure if outage is severe weather-related.

Call Wisconsin Public Service (8+448-7240) to report any power outage of more than five(5) minutes, and to learn of possible time when power will be restored. Report information to Guest Services Coordinator, Deputy Director, and Director.

Facilities Management must be notified upon occurrence of any power outage as described above. Contact according to Brown County Facilities Management Department **EMERGENCY** call list.

Each Guest Services Staff member should carry a flashlight (pocket size) at all times when on duty. If necessary, flashlights are also available in **WEATHER EMERGENCY** box near alarm in receiving and at the front desk.

Copies of individual cards from all electrical panels are located at the front desk. This information may be used by Museum or Brown County Facilities Management employees upon request. **Be certain** information is returned to proper location.

Indicate all power outages and Guest Services Staff members must complete an incident report.

Responsibilities in Assessing Collections in an Emergency

1. Estimate extent of damage to the collection.
2. Identify type(s) of collections and other materials affected.
3. Establish initial priorities for recovery of damaged items.

Additional Assessment Questions:

1. Of what **material(s)** is the item made? Is it affected by continued wetness?
2. Are there items from the **Priority Salvage List**?
3. Does the Neville Public Museum have title to the object? Is it an incoming loan, not yet accessioned or surveyed?
4. Does the object have strong, well documented associational value (i.e., to a person or event)?
5. Is it part of a strong and well-known collection?
6. What is the ease or difficulty of replacement?
7. Are there duplicates in the collection?
8. Is the item part of a set or part of a larger item?
9. Was the item in good condition prior to the current situation? Is the item complete?
10. Does the object have immediate use planned (e.g., scheduled to go on exhibit or loan)?
11. Is the object slated for deaccession, or will it be transferred to the education collection of materials that can be handled.

Refer to *Field Guide Assessment Form* on the following pages.

Field Guide Assessment Form

(Photocopy this form before using.)

Date _____ Time _____ am pm

Name _____ Affiliation _____ Other participants _____

Assessor/Inspector: ☐ Conservator ☐ Volunteer ☐ Staff member ☐ Other _____

Page(s) 1 of _____ Attachments: ☐ Sketches ☐ Documents ☐ Images ☐ Other _____

Assessor Contact Information		Assessment Location	
Street address _____	_____	Site location _____	_____
City/State/Zip _____	_____	City _____ County _____ State _____	_____
Phone _____ E-mail _____	_____	Neighborhood/area _____	_____

Jurisdictional Information
(If known; leave blank if not sure. Name of agency, institution, or individual that currently owns or administers the collection and is responsible for its long-term care)

Owner/Administrator _____

Contact _____ Department/Division _____

Street address _____ City/State/Zip _____

Telephone _____ E-mail _____

Initial Situation Survey

What type of emergency is it? _____ Is it still happening? Yes ☐ No ☐

What is the nature (e.g., water, fire, structural dirt/debris) and extent of damage? _____

Where is the damage (e.g., room, furniture, collection)? _____

Can the staff handle the situation initially? Yes ☐ No ☐ Who is in charge? _____

Is it safe to enter? Yes ☐ No ☐ If no, what needs to be done to make it safe? _____

Who discovered/reported damage? _____ How long has the collection been damaged? _____

What has been done so far? _____

What is the security status? _____

Does anything need to be done to clean and/or secure the area before attending to the collection? _____

Other notes _____

Rapid Collections Assessment							Notes	
Material	# objects damaged	% collections damaged	Nature/severity (use key below)	Treatment needed? (circle)	Curatorial Priority (circle one if known)			
Example: Books	1,037	~5%	A1, B3, K2, L2	yes	1	2	3	many books okay; some need urgent care
Books				yes	1	2	3	
Paper				yes	1	2	3	
Photos				yes	1	2	3	
Film				yes	1	2	3	
Magnetic media				yes	1	2	3	
Plastic				yes	1	2	3	
Electronic Equipment				yes	1	2	3	
Wood				yes	1	2	3	
Other organic:				yes	1	2	3	
Stone				yes	1	2	3	
Metal				yes	1	2	3	
Ceramic				yes	1	2	3	
Glass				yes	1	2	3	
Furniture				yes	1	2	3	
Textile				yes	1	2	3	
Paintings				yes	1	2	3	
Other:				yes	1	2	3	
				yes	1	2	3	
				yes	1	2	3	

Nature of Damage:		Severity of Damage:	
A) Water damage	E) Cracks, splits, breaks or holes	I) Fire damage	1) Severe
B) Mold	F) Losses	J) Discoloration	2) Moderate
C) Corrosion	G) Peeling, flaking or tenting paint	K) Loose pieces	3) Minor
D) Structural damage	H) Delamination	L) Tears	
M) Other: _____			

Are collections in jeopardy of further damage? Yes ☐ No ☐ If yes, what needs to be done to prevent further damage? _____

PRIORITY SALVAGE LIST - LOANS

Address deeds of gift first.

Loan items second.

L4739 Monstrance MGE.A001.C3

L4740 Altar Stone 333.DU4.Drawer6

L4741 Sundial 333.HS3.E3

O ANTQL.2008.3 Sculpture Half a sphere. 333:HS7:B4

O ANTQL.2008.4 Sculpture Bronze wire and wood. Signed by Curt Dworak 333:HS7:F3

O ANTQL.2008.5 Painting, Oil At the Gates of Life 333:AS2:E1

O ANTQL.2008.6 Painting, Oil In the Valley of Shadows 333:AS2:E1

O ANTQL.2008.7 Painting, Oil Wicket of Paradise 333:AS2:E2

O ANTQL.2008.8 Painting, Oil: In the Meadows of Youth 333:AS2:E2

O ANTQL.2008.9 Painting, Oil Washington and Rochambeau before the trenches at Yorktown.: 333:AS2:E3

O ANTQL.2008.10 Painting, Oil Capitulations of Louisbourg 333:AS2:E3

O ANTQL.2008.11 Painting, Oil Sea Fight 333:AS2:E4

O ANTQL.2008.12 Painting, Oil Nathaniel Bacon and his followers burning Jamestown. 333:AS2:E4

O ANTQL.2008.13 Painting, Oil Fight between 'Bonhomme Richard' and 'Serapis.' 333:AS2:E5

O ANTQL.2008.14 Painting, Oil The Burning of the 'Gaspee.' 333:AS2:E5

O ANTQL.2008.15 Painting, Oil Colonel Rhett and pirate Stede Bonnet. 333:AS2:E6

O ANTQL.2008.16 Painting, Oil Landing Negroes at Jamestown from Dutch Man-of-War 333:AS2:E6

O ANTQL.2008.17 Painting, Oil A Pennsylvania Cave dwelling, 333:AS2:E7

O ANTQL.2008.18 Painting, Oil Phips Recovering the Sunken Treasure 333:AS2:E7

O ANTQL.2008.19 Painting, Oil An interview Between Sir Edmund Andros and James Blair. 333:AS2:E8

O ANTQL.2008.20 Painting, oil On the Warpath. 333:AS2:E8

O ANTQL.2008.21 Painting, oil The Boston Tea Party, signed. 333:AS2:E9

O ANTQL.2008.22 Painting, Oil Slaughter signing the Death Warrant of Leisler. 333:AS2:E9

O ANTQL.2008.23 Painting, Oil Anne Hutchinson Preaching in her House in Boston. 333:AS2:E10

O ANTQL.2008.24 Painting, Oil Ships loading in Albermarle Sound, signed. 333:AS2:E10

O ANTQL.2008.25 Painting, Oil Political discussion, signed. 333:AS2:E11

O ANTQL.2008.26 Painting, Oil Arrival of Stuyvesant at New Amsterdam. 333:AS2:E11

O ANTQL.2008.27 Intaglio Plate 53 from Miserere C.&R. 106 from the edition of 450. 333:AS2:E12

O ANTQL.2008.28 Intaglio Plate 41 from Miserere C.&R. 106 from the edition of 450. 333:AS2:E12

O ANTQL.2008.30 Print, Intaglio 333:AS2:E14

O ANTQL.2008.32 Sculpture Untitled 333:AS2:E15

P ANTQL.2008.33 Print, Photographic : 333:AS2:E15

O ANTQL.2008.34 Painting, Oil A Doorway in Old New Orleans 333:AS2:E16

O ANTQL.2008.35 Engraving Judith and Holofernes from the painting by Rubens (1577 - 1640). 333:AS2:E16

O ANTQL.2008.36 Lithograph Poor Roby 333:AS2:D3

A ANTQL.2008.37 Letter signed to H.C. Gardiner (from Grover Cleveland), Buzzard's Bay, 8 September 1891. 333:AS2:D1

A ANTQL.2008.38 Letter signed to H.C. Gardiner, Indianapolis, 31 January 1900. 1 p. 333:AS2:D1

A ANTQL.2008.39 Letter signed to Joseph Delaplaine, Washington, 15 December 1817. 1/4 p. 333:AS2:D2

A ANTQL.2008.40 Letter signed. Possibly to Joseph Delaplaine, 8 June 1813. 1 p. 333:AS2:D2

A ANTQL.2008.41 Letter signed to Mary L. Gardiner, Hermitage, 2 May 1844. 1 p., address leaf 333:AS2:D2

- A ANTQL.2008.42 Letter letter, signed, to Joseph Delaplaine, Monticello, 24April 1815. 1 p., address leaf. 333:AS2:D3
- A ANTQL.2008.43 Letter to Joseph Delaplaine, Washington, 27 May 1813. 1 p.address leaf. :333:AS2:D3
- A ANTQL.2008.44 Letter signed to J. Delaplaine, Washington, 1820. 1/2page, address leaf. 333:AS2:D3
- O ANTQL.2008.45 Sculpture bust of the beardless Abraham Lincoln. 333:HS10:F1
- O ANTQL.2008.46 SculptureBust of Abraham Lincoln modeled from life. 333:HS10:F1
- O ANTQL.2008.47 SculptureUntitled. Bronze metal with walnut center. Exhibit: Mezzanine
- O ANTQL.2008.48 Rug, OrientalSouj Boylak, 333:TR6:L3
- O ANTQL.2008.49 Rug, OrientalA Hamadan Rug Exhibit: Theater
- O ANTQL.2008.50 Rug, OrientalHamadan333:TR4:H3
- O ANTQL.2008.51 Rug, OrientalKurdish (Cabastan)333:TR6:K3
- O ANTQL.2008.52 Rug, OrientalA Fereghan Rug Exhibit: Theater
- O ANTQL.2008.53 Rug, OrientalBidjar, 333:TR4:H2
- O ANTQL.2008.54 Rug, OrientalGoshghai (Kurdish)333:TR6:L2
- O ANTQL.2008.55 Rug, OrientalFereghan Sarouk Exhibit: Theater
- O ANTQL.2008.56 Rug, OrientalShiraz333:TR6:L1
- O ANTQL.2008.57 Rug, OrientalCarabagh,333:TR6:L1
- O ANTQL.2008.58 Rug, OrientalKhorassan333:TR6:K3
- O ANTQL.2008.59 Rug, OrientalPrincess Bokhara-Yoden333:TR6:L2
- O ANTQL.2008.60 Rug, OrientalFeraghan Sarouk Exhibit: Theater
- O ANTQL.2008.61 Rug, OrientalKazak333:TR4:G2
- O ANTQL.2008.62 Rug, OrientalSilk Tabriz333:TR6:K4
- O ANTQL.2008.63 Rug, OrientalChi-Chi Exhibit: Theater
- O ANTQL.2008.64 Rug, OrientalA Belouchistan Rug Exhibit: Theater
- O ANTQL.2008.65 Rug, OrientalSerebend333:TR4:G3
- O ANTQL.2008.66 Rug, OrientalTekke-Khuval333:TR4:H1
- O ANTQL.2008.67 Rug, OrientalSerab333:TR4:G1
- O ANTQL.2008.68 Rug, OrientalHamadan,333:TR4:G1
- O ANTQL.2008.69 Rug, OrientalHamadan333:TR4:H4
- O ANTQL.2008.70 Rug, OrientalShirvan rug333:TR4:G4
- O ANTQL.2008.71 Rug, OrientalAfghan Bluchastan,333:TR6:K1
- O ANTQL.2008.72 Rug, OrientalPrayer Rug333:TR4:G4
- A ANTQL.2008.73 Manuscript332:CS1:A1
- A ANTQL.2008.74A,B Manuscript332:CS1:A1
- A ANTQL.2008.75 Manuscriptwritten by August Derleth332:CS1:A1
- A ANTQL.2008.76A,B ManuscriptTwo copies of manuscript332:CS1:A1
- A ANTQL.2008.77A,B Manuscript332:CS1:A1
- A ANTQL.2008.78 Manuscriptwritten by August Derleth 332:CS1:A1
- A ANTQL.2008.79 Manuscript332:CS1:A1
- A ANTQL.2008.80 Manuscript332:CS1:A1
- P ANTQL.2008.81 Print, Photographic "A. Lincoln & Son"334:Vault
- O ANTQL.2008.82 Drawing, Ink Eskimo hunting. 332:CS2:B2
- O ANTQL.2008.83 Drawing, Ink "Figure in Monochrome" 332:CS2:B2
- O ANTQL.2008.84A-E Picture, Other Original plates for printing in The Century Magazine, "Travels of the Soul"
:333:AS2:E13
- O ANTQL.2008.85 Rug, OrientalYamal Buchar; 333:TR6:K

Priority Salvage List
PERMANENT COLLECTION, GENERAL HISTORY

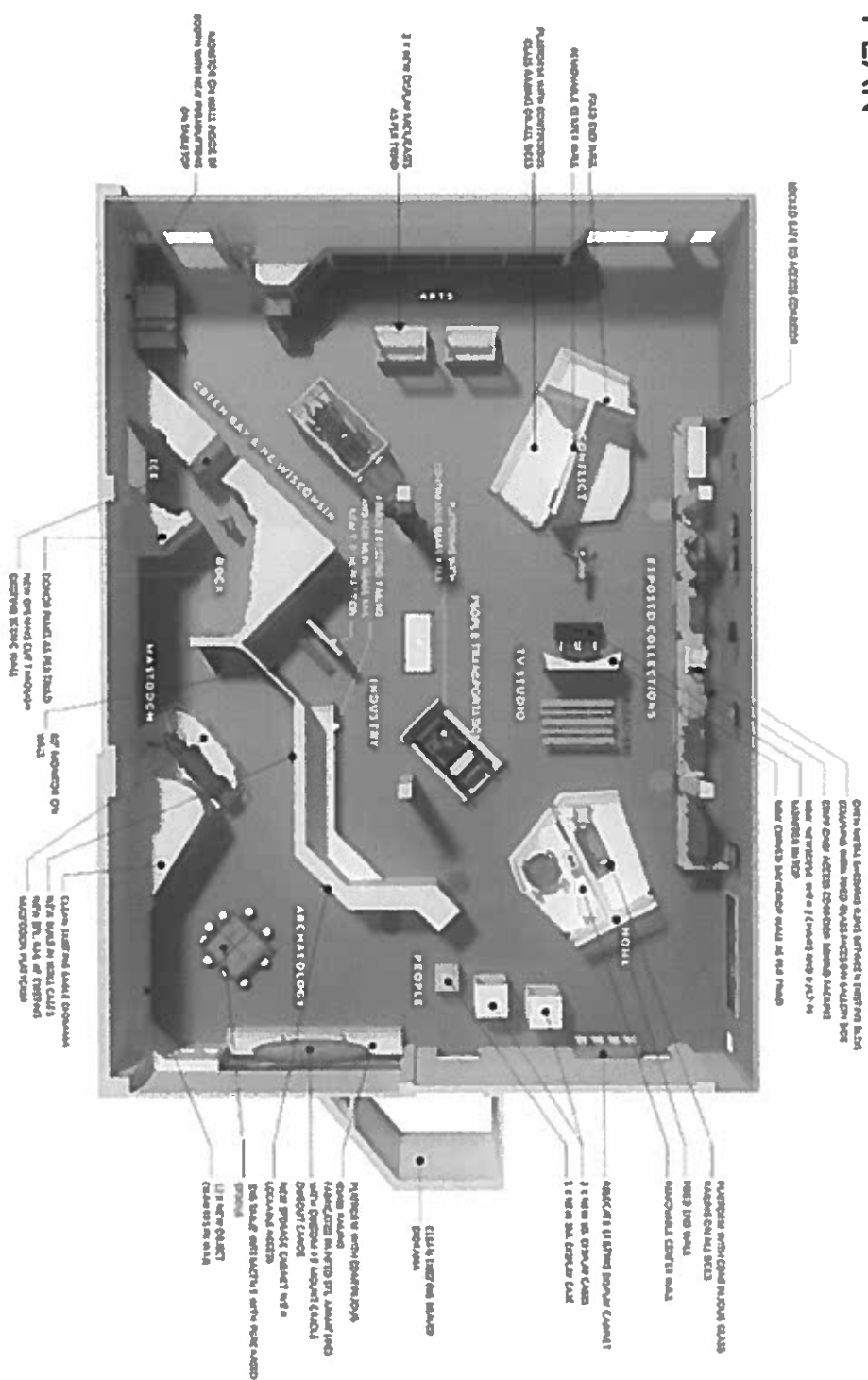
NUMBER	ITEM	LOCATION
4126/2959	Presidential Series (Signatures only)	333.DU9.DR1.VF. Autographs
	Abraham Lincoln	333.DU9.DR1 Autographs
	George Washington	333.DU9.DR1.VF Autographs
880/373	Brooch, Gold	333.DU3.DR10
877/373	Bracelet, Gold and Malachite Cameo	333.DU3.DR10
1908/1344	Embroidery of George Washington	333.AS5.Wall
2832/866 A	Aarmor, Composite suit of Japanese	333.HS13.A9
2832/866 B	Aarmor, Composite suit of Japanese	333.HS13.B11
2832/866 C	Aarmor, Composite suit of Japanese	333.HS13.B11
L6916	Wooten Desk	333.HS15.Aisle
2333/511	Indian, Cigar Store	333.HS15.E2
L7757	Military Coatee, Green Bay Rangers	333.TC10. Top. Box 53
L817B	Coat, British Indian Agency's	333.TD7.Top. TC Box 33
1988.78.1	Frock coat, wool	333.TD7.Top.TC Box 33
436/7493	Jacket, man's leather and quillwork	333.TC2. Top Box 45
70/1948	Indian Costume (Rankin wedding costume)	333.TC1.Top.TC Box 24
151/173	Dream Drum, Native American Woodland	333.ED06. Top
1423/1352	Dauguerrotype of Governor James D. Doty	333.DU1.DR3
L817A	DeLanglade Commission	334 Vault. Top
603/3065 A,B	Aarmor, three quarter suit, sixteenth century style	335.DS12.A2(A) 335 end of D51 (B)
179/389 A, B	Revolver, Colt Dragoon model 1849	335.FD1.Drawer 10
L4076	Crook Knife, Menominee	MGE.A1.C1

2334/511	Indian, Cigar Store	MGE.AU.C3
3124/1121	Model Train	MGE.A6. Floor
51/95	Fire Fighting Wagon, Hand Pumper	MGE.A3.Floor
62/269	Rifle	335.DS9.C1
532/2879	Machine Gun	335.DS9.D4
486/2551	Machine Gun	335.DS9.D4
L817A	Delanglade Sword	335.DS12.A4
1967.29.4	Pistol	335.FD2.Dr8
1440/301	Book (Common Prayer, Mohawk Language)	MGE.A3.C5
5382- 5503/2922	Various carved figures	MGE.A4.C1
L405 A,B	Confederate Sword	MGE.A6.C4
L2511	Wide Awake Banner	333.AS3.Top
Various	Daguerreotypes	333.DU12 Various
Various	Manuscript Collections	333.MS1.A,B,C; MS2.C; MS4.B,C

Priority Salvage List, ART

NUMBER	TITLE	MEDIUM	LOCATION
535/7046	<i>Sleeping Ariadne</i>	Oil painting on canvas	333.AS2.E2
1967.39	<i>Small Dog</i>	Oil on canvas	333.AS2.C13
93/7501	<i>Portrait of Unknown Military Officer</i>	Oil on canvas	333.AS3.C8
3619/2373	<i>Apostle of the Soil</i>	Oil on canvas	333.AS3.C1
4046/2937	Portrait of Ignacy Paderewski	Oil on masonite	333.AS3.C3
2115/1443	<i>Spinning</i>	Oil on zinc panel	333.AS4.A2
2116.1443	<i>Interior Scene</i>	Oil on zinc panel	333.AS4.A2
4063-4084/368	Collection of twenty-two self-portrait drawings by George Catlin	Charcoal on paper	333.AS4.A6-9
4439/3046	<i>The Conversation</i>	Oil on canvas	333.AS5.D12
5729/1982.33	Portrait of Pierre Grignon	Oil painting on wood panel	333.AS6.C12
2128.1444	<i>Stacking Grain</i>	Oil on canvas	333.AS6.A12
1965.54	Portrait of Richbell Mott Smith	Oil on canvas	333.AS6.C17
4514/3145	Portrait of Colonel George Boyd	Oil on canvas	333.AS6.B7
107/7575	Portrait of Mrs. George Lawe and Daughter Amanda	Oil on canvas	333.AS6.B1
1986.16.1	Portrait of Morgan Lewis Martin	Oil on wood panel	333.AS6.B19
1986.42.37	Portrait of General John Robinson	Oil on wood panel	333.AS6.B3
972/637	Portrait of Eleazer Williams	Oil on canvas	MGE.A3.C5 Oneida
119/157	<i>Annie Peterson</i>	Gouache Marine Painting	MGE.A8.C1
518/7617	<i>U.S.S. Mississippi</i>	Oil on canvas	MGE.AC.C4. Civil War

CORE GALLERY EXHIBIT: EXHIBIT PLAN



Neville Public Museum of Brown County
Phase 2 Quote Design Materials
April 15, 2019



Location Codes

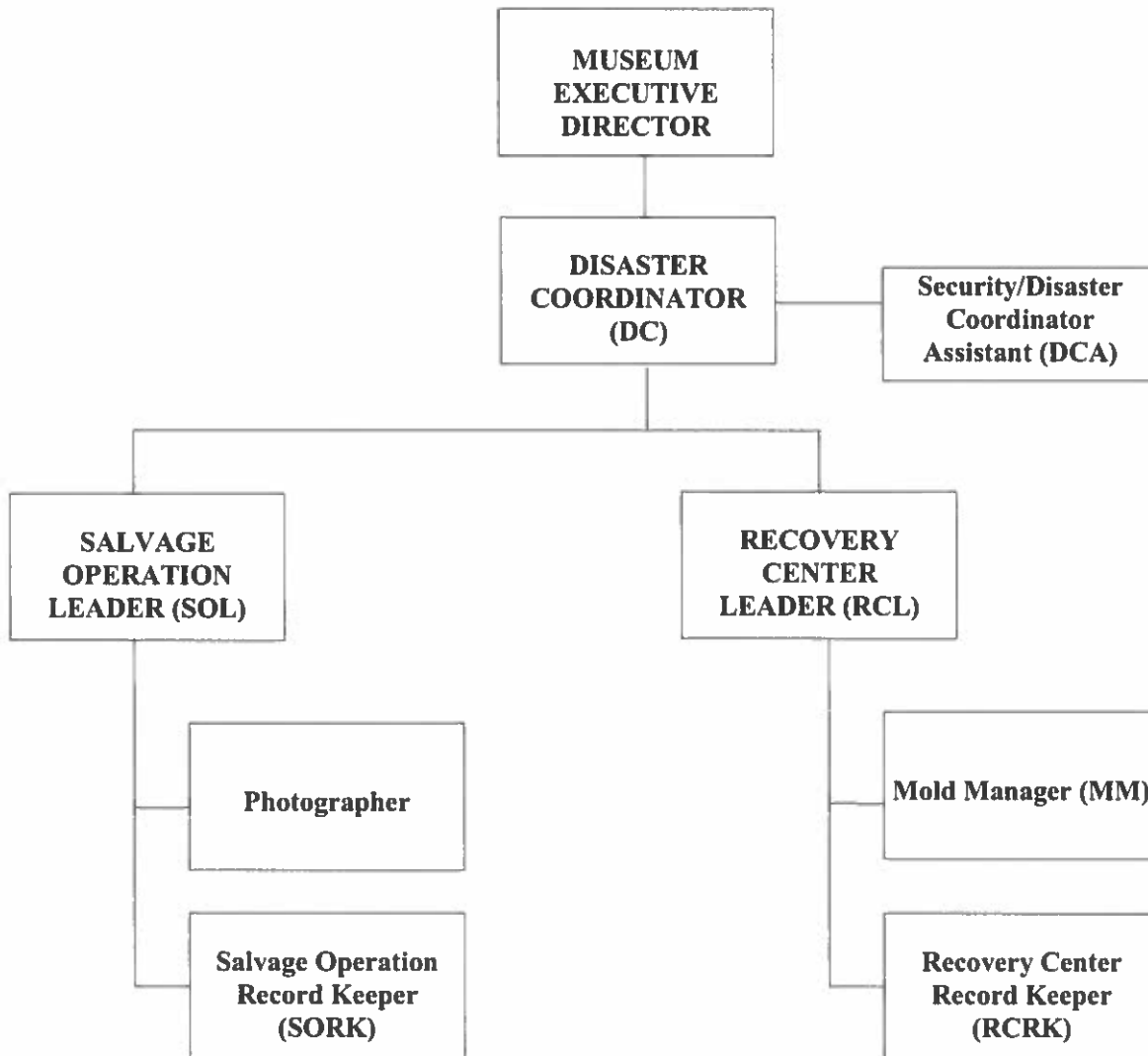
0333: Humidified Storage

AS01-AS06	Art bins
DU8-DU21	PG Negs
DU1-DU2	Cased images
DU9-DU11	Vertical files
DC1-DC14	Doll cabinets
DU2-DU4, DU7	Small artifacts, jewelry, etc.
DU6	Political pins and buttons
ED1-ED6	Ethnology drawer units
FC5-FC7	SWW, Slides
HC1-HC7	Hat cabinets
HS1-HS14	General history
HS15-HS17	Furniture storage
HS19-HS21	Ethnology
HS18 & HS22	Natural history
HS23	Agricultural implements
HS24	Canes, umbrellas, etc.
HS25-HS29	Photography
MD1-MD2	Maps and newspapers, handbills, badges
MD3-MD4	Prints, posters, small art work
MW1-MW3	Mezzanine wall (hanging general history & ethnology)
MS1-MS6	Mezzanine holds manuscript material, postcards, rare books
PS	Print storage
SR1-SR3	Saddles
TC1-TC18	Textile cabinets
TR2	Rolled textiles 2ft. lengths
TR4	Rolled textiles 4 ft. lengths
TR6	Rolled textiles 6 ft. lengths

0335: Dry Storage	TD1-TD11	Textile drawer units
	ZD1-ZD8	Zoological drawer units
	AC1-AC2	Live ammunition
	AD1-AD9	Archaeology drawer unit
	DS1-DS13	Dry storage open shelving, household, office, arms & armament
	DS14	Archaeology
	DU5	Small tools, keys
	DU1 & DU12	Military
	FD1-FD2	Firearms drawer units
	GS1 A-G	Geology

Location Codes (continued)		
320A: Film storage antechamber	FS1-FS4	
320B: Film storage freezer	FS1-FS12	
MGE: Main Gallery Exhibit	A1-A12	
109: First floor oversize storage cage		
331: Exhibit Staging	ES1, ES2, CS1, MD5	
332: Conservation	CS2 – CS5	

Collections Disaster Team Table of Organization



Job Duties

A. Museum Executive Director

As part of the overall management of all disaster-related activities (including disaster assessment of hazards to personnel, the physical plant, and all of its non-artifact contents), the Director communicates disaster information to insurance and the media.

B. Collections Disaster Coordinator (DC)

This position serves as the link between the Disaster Section Leaders and the Museum Executive Director. The Disaster Coordinator works with the Director in assessing a disaster and initiating the Collections Disaster Plan. An essential part of the position is coordinating the implementation of Section plans. The Disaster Coordinator facilitates the provision of all supply, building, and personnel needs as identified by the Section Leaders.

C. Security/Disaster Coordinator Assistant (DCA)

The DCA, in addition to providing all telephone and office support required by the Disaster Coordinator, is responsible for securing the disaster area and implementing a procedure for admitting and tracking volunteers onsite. This includes ensuring that only previously vetted volunteers have access to the emergency area and that these volunteers are easily identifiable. DCA will use Code Red and front-line staff to implement procedures.

D. Section Leaders

1. Salvage Operation Leader (SOL)

Coordinates the salvage operation: specifically, the removal of objects from disaster area, on-site documentation, and personnel training.

2. Recovery Center Leader (RCL)

Coordinates object recovery activity at the Recovery Center, including documentation, object stabilization, monitoring for mold, and personnel training.

Museum Director Comprehensive Call List

COMMAND POST _____

DATE _____

TIME _____

CALL?	CONTACT	NUMBER	MESSAGE	NOTIFIED?
	Disaster Coordinator Deputy Director: Kevin Cullen	W 920/448-7849 (mobile) 608/469-4898 (emergency) 414/234-1050 Kevin.Cullen@browncountywi.gov		
	Alternate Disaster Coordinator Guest Services Coordinator: Laura Pickart	W 920/448-7842 (mobile) 920/904-1073 (emergency) 920/904-1071 Laura.Pickart@co.brown.wi.us		
	Media Contact Neville Public Museum Director: Beth Lemke	W 920/4487848 (mobile) 608/335-7129 (emergency) 608/577-8084 Beth.Lemke@browncountywi.gov		
	County Executive	W 920/448-4001		
	Brown County Emergency Management	W 920/391-7401		

Disaster Coordinator Comprehensive Call List

COMMAND POST _____

DATE _____

TIME _____

CALL?	CONTACT	NUMBER	MESSAGE	NOTIFIED?
	Neville Public Museum Director Beth Lemke	W 920/448-7848 (mobile) 608/335-7129 (emergency) 608/577-8084 Beth.Lemke@browncountyywi.gov		
	Deputy Director: Kevin Cullen	W 920/448-7849 (mobile) 608/469-4898 (emergency) 414/234-1050 Kevin.Cullen@browncountyywi.gov		
	Salvage Operation Leader (SOL) Curator: Lisa Kain	W 920/448-7846 (mobile) 920/615-4125 (emergency) 920/449-3300 Lisa.Kain@browncountyywi.gov		
	Alternate SOL: Exhibits Technician: Maggie Dernehl	W 920/448-7854 (mobile) 262/337-2327 (emergency) 920/497-9799 Maggie.Dernehl@browncountyywi.gov		
	Recovery Center Leader (RCL) Collections Manager: Louise Pfotenhauer	W 920/448-7845 (mobile) 920/619-4229 (emergency) 920/432-0729 Louise.Pfotenhauer@browncountyywi.gov		
	Alternate RCL: Research Technician: James Peth	W 920/448-7851 (mobile) 608/344-1772 (emergency) 608/344-1779 James.Peth@browncountyywi.gov		
	Brown County Facilities Management Emergency	w 920/609-2196		

Disaster Coordinator Comprehensive Call List

COMMAND POST _____

DATE _____

TIME _____

CALL?	CONTACT	NUMBER	MESSAGE	NOTIFIED?
	Brown County Technology Services: Help Desk	920/448-4030 bc_information_services@co.brown.wi.us		
	Photographer: Media Technician: Dennis Rosloniec	w 920/448-7852 (mobile) 920/246-2992 (emergency) 920/471-5057 Dennis.Rosloniec@browncountywi.gov		
	Alternate Photographer: Exhibits Technician: Maggie Dernehl	W 920/448-7854 (mobile) 262/337-2327 (emergency) 920/497-9799 Maggie.Dernehl@browncountywi.gov		
	Data Base Technical Support: PastPerfect	Toll-free 1-800/562-6080 Phone 1-610/363-7844 Fax 1-610/363-7845 support@museumsoftware.com		
	Mold Manager: Exhibits Technician: Maggie Dernehl	W 920/448-7854 (mobile) 262/337-2327 (emergency) 920/497-9799 Maggie.Dernehl@browncountywi.gov		
	Conservation Assistance Midwest Art Conservation Center	Phone 612/870-3120 Fax 612/870612/870-3118 after hours: 612/870-3120 and listen for instructions info@preserveart.org		
	Brown County Purchasing	w 920/448-4040 FAX 920/448-4036 bc_administration_purchasing@co.brown.wi.us		

	<p>Contract Security: Premier Solutions Group Bill "Mac" McReynolds 1652 N Main St Racine WI 53402</p>	<p>W 262/432-5913 (mobile) 262/930-8210 mac@premiersolutionsgroup.net</p>		
	<p>Off-site supplies Brown County Library Library Facility Manager: Curtis Beyler</p>	<p>w 920/448-5849 (mobile) 920/676-6236 Curt.Beyler@browncountywi.gov</p>		
	<p>Volunteers: Green Bay & De Pere Antiquarian Society</p>			
	<p>Brown County Document Center Document Center Manager: Coty Kroening</p>	<p>W 920/448-4050 Coty.Kroening@browncountywi.gov</p>		

Off-Site Records Storage and Backup

Archived Records on Microfilm are located in the Brown County Document Center. Contact Coty Kroening, Document Center Manager, at 920/448-4050.

The network including the **PastPerfect Database** is backed up daily by the Brown County Technology Services Department 920/448-4030.

A. Collections Disaster Supplies		
Offsite at Brown County Public Library (Central Branch)	Rubbermaid 32 Gallon Barrel #1	6 pairs of black vinyl boots (overshoes)
	Rubbermaid 32 Gallon Barrel #2	12 red plastic hard hats
		6 rolls of paper towels
	56 Quart Plastic Carton #1	24 rolls of strapping tape, 10yds.x2", with dispensers
		4 35 oz. Lysol cleaner
		12 stenographic pads
		27 Sharpie markers
		12 black magic markers
		2 red magic markers
		4 pairs of scissors
		25 humidity cards
		1 box of twist ties
	56 Quart Plastic Carton #2	10 clipboards
		12 pencils
		12 retractable pens
		9 utility knives
		8 pairs of work gloves
		12 rolls of twine, 265 ft. ea. w/ dispensers
		12 industrial flashlights
	56 Quart Plastic Carton #3	18 pairs of latex gloves
		5 rolls of duct tape
		2 boxes of trash bags, 30 each
		2 rolls of plastic sheeting, 10'x25'
	56 Quart Plastic Carton #4	2 rolls of white poly rope, 100' ea.
		6 yellow rain slickers
In Museum	Room 332—West Wall (CS1.A1)	500 clear bags, 8"x10"x24"
		Distilled Water
		Mylar
		plastic sheeting
		variable speed vacuum cleaner
		2 React Paks (see next page for contents)
		2 air purifiers with filters
		2 respirators, 3M 6291/107002 with filters
	Room 332—South Wall Shelving	1 box dust masks AOS Safety 99498
		blotting paper
		terrycloth towels
		unbleached muslin
		polyester batting



When manmade and natural disasters strike, they can wipe out collections that have taken generations to build. Having REACT•PAK in strategic locations throughout your facility can make all the difference in your ability to come to the immediate aid of water-damaged books, files, and other valuable materials. Created by a librarian and preservation specialist, REACT•PAK is a valuable disaster preparedness tool. Every REACT•PAK contains:

TO KEEP THE RECOVERY TEAM CLEAN AND DRY

Supplies that protect hands, feet, and clothing during the hours of salvaging wet, messy materials, and protect workers from breathing contaminated, mold-laden air include:

8 disposable aprons, 8 pairs disposable vinyl gloves, 2 pairs slip-on boots with skid-resistant soles,
2 dust masks (NIOSH/MSHA-approved for protection against dust and mists)

TO CONTAIN WATER DAMAGE QUICKLY

Supplies that tackle the number one priority — stabilizing the environment by removing pools of standing water include:
Paper towels (150 folded sheets), 2 large cellulose sponges, cotton deck mop and handle (wooden handle breaks down to 3 pieces), mop bucket with mop strainer, 2 extra-large, heavy-duty trash bags, 25 feet barricade "CAUTION" tape

TO DEFLECT WATER FROM CAUSING FURTHER DAMAGE

Supplies that shield materials from the source of water, such as overhead leaks, preventing further water damage to collections, shelves and furniture include:

2 precut polyethylene sheets (each 3'x12' to cover shorter or single-faced shelving or to use on top, as awning), 2 precut polyethylene sheets (each 3'x 18' to cover regular double-faced shelving),
roll of all-purpose, heavy-duty tape, tape dispenser

FOR PERSONAL SAFETY IF THERE IS NO ELECTRICITY

To assist in the event of a power failure:

Water-resistant, rubberized flashlight, 2 D-cell batteries

FOR WRAPPING/PACKING WET MATERIALS

Starter supplies to implement the evacuation of wet materials from flooded area and to separate wet materials when they are packed to send to a freezer include:

RESCUBE™ — the reusable polyethylene corrugated box which holds your REACT•PAK components when they arrive to you — can withstand temperatures as low as -60°F, is collapsible, records-size, with breathing holes, reinforced bottom,
Dispenser-pack of polyethylene inner-folded deli wrap (1000 jumbo 10 3/4 x 15" sheets), , and 3 nylon cable ties

FOR PREPARING WRITTEN DAMAGE SURVEY

Supplies for inventorying salvageable, unsalvageable, and surviving materials include:

Clipboard, pad of 8-1/2 x 11 lined paper, 2 sharpened pencils, package of 100 3 x 5" index cards, china marker pencil

INFORMATION PACKET FOR DISASTER PREPAREDNESS

When you order REACT•PAK, you will also receive:

Invaluable tips, directory listing of refrigerated warehouses in your state,
"Emergency DO's and DON'Ts for Water Damaged Materials", "Packing DO's and DON'Ts",
Sources of advice on disaster recovery, list of disaster recover and salvage services.

B. Spill Kit Locations in Museum	
First Floor	Closet between Men's & Women's Restroom
	Additional First Aid Supplies at Front Desk (cabinet below 2 nd register in green tackle box)
Second Floor	In Education Closet, behind door on shelves
Third Floor	Above Staff Mailboxes in Main Office

Spill Kit Instructions

Steps to a Safe Clean-Up

1. Put on a pair of gloves.
2. Get out any cleaning materials you may need.
3. Use products as advised. All products are designed for cleaning non-porous surfaces.
4. Dispose of all items in a red biohazard bag.
5. Place the biohazard bag in a box, tape the box together, and dispose of box in dumpster.
6. If you notice supplies running low, talk to Ryan. Extras are in his office.

Surfaces

- "Sanizide" Germicidal Wipes
 - Individually wrapped
- "Scrubs" Germicidal Wipes
 - For wiping down large surfaces or to sanitize area
- "Tough Guy" Foaming Germicidal cleaner
 - To disinfect any large surface spray and allow product to sit for 10 minutes before wiping up with paper towel. Dispose of paper towel in biohazard bag.
 - Use after cleaning any mess with the above wipes; allow for 10 minutes as above.

Solid-Liquid

- "Safetec" Scoops
 - Use to pick up small items
- Absorption Powder
 - Sprinkle powder on liquid messes, scrub surface with a broom, and sweep up when liquid is absorbed.

Yourself

- "Medi-First" Antiseptic Wipes
 - For use on skin (face, body, etc)
 - Allow skin to dry without wiping
- "Purel" Sanitizing Hand Wipes
 - For use on hands
 - Allow skin to dry without wiping

For more details on any product or its use, see Guest Service Coordinator

C. Additional Vendor Information			
Store Name	Store Location	Tax Exempt Reference	Needed Items
Fleet Farm	2460 Main St. Green Bay, WI 54311 920/468-4913	#448-4040	
	213 N. Taylor St. Green Bay, WI 54303 920/494-8975		
The Home Depot	2595 Eaton Rd. Green Bay, WI 54311 920/465-8237	#448-4040	
	810 Taylor St. Green Bay, WI 54303 920/405-0893		
Menards	2560 Steffens Court Green Bay, WI 54311 920/465-7555	#WI0040198	
	2300 Woodman Dr. Green Bay, WI 54303 920/497-7547		
	131 Lawrence Dr. De Pere, WI 54115 920/336-0023		
Office Depot	1535 West Mason St. Green Bay, WI 54303 920/497-8367	#27603696	
Sam's Club	2470 West Mason St. Green Bay, WI 54303 920/497-2112		
Walmart	2292 Main St. Green Bay, WI 54311 920/465-1333		Various Supplies, including muslin
	2440 West Mason St. Green Bay, WI 54303 920/499-9897		
	1415 Lawrence Dr. De Pere, WI 54115 920/336-3416		
Transport Refrigeration	301 Lawrence Dr. De Pere, WI 54115 920/339-5700		Refrigerator Trucks
Schneider National	3101 Packerland Dr. Green Bay, WI 54304 920/592-2000		Refrigerator Trucks and other

Talas	568 Broadway New York, NY 10012-9989 212/219-0770 FAX 212/219-0735 http://www.talasonline.com		Archival Supplies, such as Hollytex, blotting paper, Reemay
Gaylord	PO Box 4901 Syracuse, NY 13221-4901 800/448-6160 FAX 800/272-3412 http://www.gaylord.com	Discount code WIFMA15	Archival Supplies

On-Site Salvage

A. On-Site Salvage Team Mission Statement

The mission of the On-Site Salvage (OSS) Team is to coordinate the salvage and transportation of artifacts from the disaster site to the Recovery Center.

On-Site Salvage Team Personnel

The OSS Team will consist of:

- SALVAGE OPERATION LEADER (SOL)
- PHOTOGRAPHER
- SALVAGE OPERATION RECORD KEEPER
- SALVAGE OPERATION VOLUNTEERS

B. Salvage Operations Leader (SOL) Comprehensive Call List

RENDEZVOUS POINT _____

DATE _____ TIME _____

CALL?	CONTACT	NUMBER	MESSAGE	NOTIFIED?
	Salvage Operation Record Keeper (SORK) Education Specialist: Ryan Swadley	w 920/448-7840 (mobile) 608/438-3776 (emergency) 608/438-3781 Swadley_RD@co.brown.wi.us		
	Alternate SORK: Foundation Administrative Specialist: Kathy Rosera	w 920/448-7847 (home) 920/429-1092 (emergency) 920/819-6499 Rosera_KH@co.brown.wi.us		
	Photographer: Media Technician: Dennis Rosloniec	w 920/448-7852 (mobile) 920/246-2992 (emergency) 920/471-5057 Rosloniec_DD@co.brown.wi.us		

C. On-Site Salvage (OSS) Team Job Descriptions

Salvage Operation Leader (SOL)

The Salvage Operation Leader is responsible for the overall coordination of on-site salvage of artifacts in the event of a disaster. As part of this responsibility, the SOL will identify and train team members in appropriate disaster responses. The SOL is responsible for coordinating the disbursement of the supplies and personnel required for artifact recovery and the handling and transportation of artifacts in the disaster area.

The SOL works directly for the Disaster Coordinator (DC). In the event of a disaster, the SOL reports to and responds solely to the DC's direction.

Photographer

The photographer is responsible for visually recording the disaster site as it relates to the collection. The Photographer will accomplish this using a digital camera, and/or other digital media to create both still and moving images.

Salvage Operation Record Keeper

The Salvage Operation Record Keeper is responsible for maintaining a record of all objects leaving the disaster site. The SORK will work with the volunteers to insure the marking of boxes with box content lists, destination, and handling instructions. All objects leaving the disaster will be tagged or labeled with destination, handling instructions, and object numbers. The SORK works directly for the SOL. See sample box label below.

NPM Salvage Operation Box Label

Destination: _____

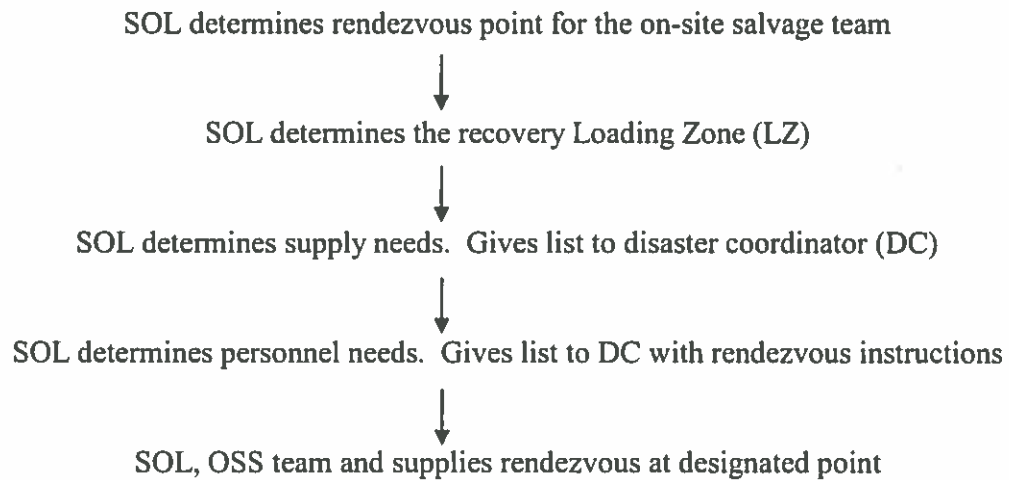
Contents:

Object ID#

Object Name

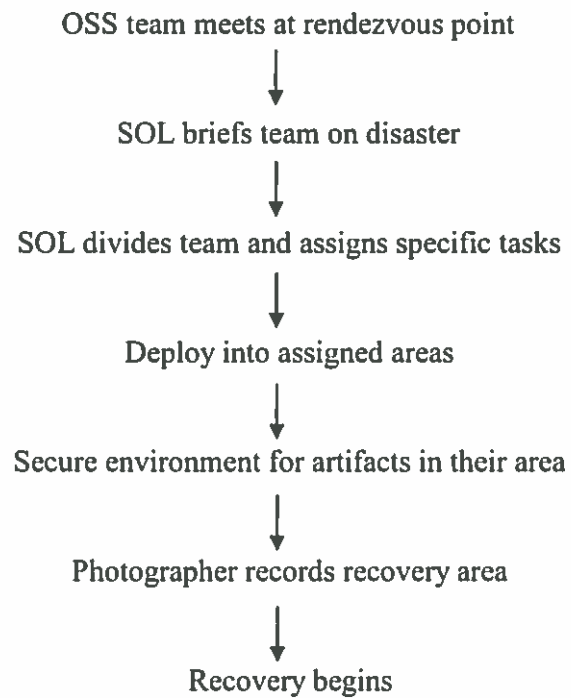
Handling Instructions:

D. On-Site Salvage (OSS) Team Mobilization



Proceed with "Recovery" (p. 17)

E. On-Site Salvage (OSS) Team Deployment



Proceed with "Recovery" (p. 18)

F. On-Site Salvage (OSS) Team Recovery

Is disaster area free of artifacts?

YES



Team reports to SOL and awaits further orders

NO



Salvage Operation Team begins recovery, prioritizing, and packing artifacts



Record Keeper marks boxes and records contents



Move large artifacts and boxes to LZ



Load artifacts onto recovery vehicles



Vehicles proceed to Recovery Center (SOL informs Recovery Center)

G. On-Site Salvage (OSS) Team Rendezvous Points

DIRECTIONS: Select a Rendezvous Point. Circle it and note the selection on the **COMPREHENSIVE CALL LIST:**

- Rendezvous Point #1: North parking lot of Riverview Apartments
- Rendezvous Point #2: Parking lot next to Titledown Brewing Co.
- Rendezvous Point #3: Parking lot on the northwest corner of Washington and Walnut
- Rendezvous Point #4: Parking lot of BMO Harris Bank
- Rendezvous Point #5: South Museum Parking Lot (Staff)
- Rendezvous Point #6: North Museum Parking Lot (Visitor)



I. On-Site Salvage (OSS) Team Supply Order Form

DIRECTIONS: AFTER SURVEYING DISASTER SITE, THE SALVAGE OPERATION LEADER (SOL) DETERMINES THE TEAM'S SUPPLY NEEDS. INDICATE THESE NEEDS ON THIS FORM AND GIVE TO THE DISASTER COORDINATOR (DC), AS SOON AS POSSIBLE.

ITEM	NUMBER REQUESTED	NUMBER DELIVERED
paper towels		
slip on boots L XL		
cardboard boxes		
clipboards		
digital camera/extra media cards, battery & charger		
duct tape		
extension cords (4 – 100 ft.)		
dust masks		
disposable vinyl gloves		
first aid kit		
flashlights & batteries		
garbage bags (clear)		
generator		
gloves – leather		
gloves – rubber		
hard hats		
sharpies – black		
sharpies – red		
masking tap, 1" rolls		
notebooks, 8 1/2" x 11" letter size		
pens, ballpoint		
reflective vests		
Rubbermaid flat storage containers		
sponges, large cellulose		
trouble lights		
video camera		

ITEM	NUMBER REQUESTED	NUMBER DELIVERED
barricade tape		
strapping tape, 2" rolls and dispensers		
mop with cotton head		
mop bucket with strainer		
china markers		
polyethylene sheeting		
nylon ties		
freezer paper		
wax paper		
banquet tables 6ft 8ft		
two-way radios		
chairs		
dishpans		
carts		
plastic milk crates		
scissors		
utility knives		

J. Guidelines for Salvage Operation Team Leader

Breaks for rest and refreshment should be frequent.

Team members who show signs of shock, who are mishandling items or are unable to follow instructions must be relieved of their duties.

Periodically remind team members:

1. Personnel safety is *the* top priority.
2. Use care before speed. (Repeat this at each briefing.)
3. Use both hands and lift one item at a time. Lift carefully to avoid back injury.
4. Watch for signs of mold; notify Mold Manager if mold is evident.
5. Avoid any action that may damage or remove accession number tags or other identifiers.
6. Record keeping should include box inventories, those items that are sent out of the building for off-site storage or recovery, and inventories of withdrawn items or discarded material.
7. Be patient and tactful with each other.

Guidelines for handling paper based Collections:

1. Do not open wet books; do not close books, especially if they are distorted; do not remove covers.
2. Do not disturb contents of wet file boxes of prints, drawings, or photographic materials.
3. Do not separate single sheets.

Guidelines for Labeling:

1. Use only soft pencils or indelible markers, not felt-tip markers or ink pens.
2. Use only clean, neutral-colored acid-free paper or card (no colored paper) labels and slips.
3. Do not mark directly on items, only on labels.
4. Flag items for immediate attention. "Priority" labeling must be given to all items identified by removal teams as needing immediate attention (e.g., coated paper stock, feathering inks).
5. Work closely with team members during removal and packing to avoid confusion and bottlenecks.

Recovery Center

A. Recovery Center Team Mission Statement

The mission of the Recovery Center in the event of a disaster is to provide a secure environment where the condition of museum artifacts can be stabilized. The Recovery Center staff will take the action necessary to stabilize the artifacts depending on the agent of damage and the type of material. The Recovery Center staff will document stabilization procedures through digital images, photographs, videotape, and written records.

Recovery Center Team Personnel

The Recovery Center Team will consist of:

- RECOVERY CENTER LEADER (RCL)
- MOLD MANAGER (MM)
- RECOVERY CENTER RECORD KEEPER
- RECOVERY CENTER VOLUNTEERS

B. Recovery Center Leader (RCL) Comprehensive Call List

RECOVERY CENTER LOCATION _____

DATE _____ TIME _____

CALL?	CONTACT	NUMBER	MESSAGE	NOTIFIED?
	Recovery Center Record Keeper (RCRK) Research Technician: James Peth	W 920/448-7851 (mobile) 608/344-1772 (emergency) 608/344-1779 Peth_JD@co.brown.wi.us		
	Mold Manager (MM): Exhibits Technician: Maggie Dernehl	W 920/448-7854 (mobile) 262/337-2327 (emergency) 920/497-9799 Dernehl_MM@co.brown.wi.us		
	Image Permanence Institute	716/475-5199		
	Alternate Recovery Center Record Keeper (RCRK) NPMF Communication Support Coordinator: Rachel Ott	W 920/448-7874 (mobile) 920/634-5288 (emergency) 920/227-7635 Ott_RL@co.brown.wi.us		

C. Recovery Center Team Job Descriptions

Recovery Center Leader (RCL)

The Recovery Center Leader manages the operation of the Neville Public Museum's Collections Disaster Recovery Center. The RCL will identify and train team members in appropriate recovery and artifact handling techniques. The RCL supervises and works closely with the Recovery Center Record Keeper, Mold Manager, and volunteer staff.

The RCL determines the Recovery Center site and assures that adequate security, supplies and personnel are available for the recovery process. The RCL will circulate to see that instructions are being followed, answer questions, monitor progress, and make corrections or adjustments. The RCL should also monitor the condition of team members, call for periodic breaks, and provide frequent encouragement. If the recovery is a lengthy process, the RCL will have daily briefings with their team members to keep them informed, discuss problems, etc. The RCL will periodically update the Disaster Coordinator on progress. Depending on the size of the problem and the team, these tasks may be in addition to "hands on" work with damaged material.

The RCL reports to the Disaster Coordinator (DC).

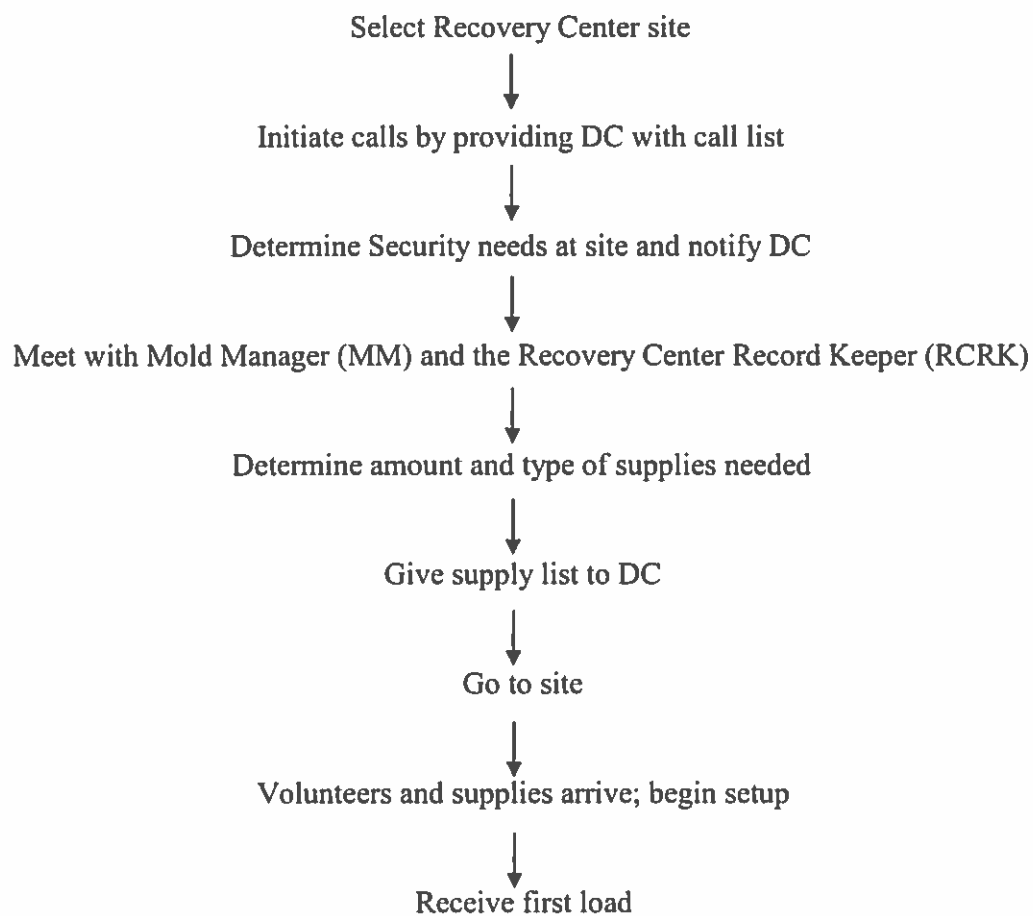
Mold Manager (MM)

The Mold Manager monitors the recovery center and the on-site salvage operation environments, watching for incidents of mold. The MM advises the RCL and volunteer staff on the proper steps to prevent mold or to handle an outbreak. The MM reports to the RCL.

Recovery Center Record Keeper (RCRK)

The RCRK will maintain records of the recovery. Collections disposition record keeping should include: inventories and dates when items are sent out of the building to off-site storage, commercial cold-storage or freeze-drying facilities, or private or regional conservation centers, and inventories of discarded material. Other essential information includes: items frozen, treated, or dried in-house; items relocated within the facility and where they have been moved to; and items in need of additional attention.

D. Recovery Center Operations



E. Off-Site Recovery Center Locations

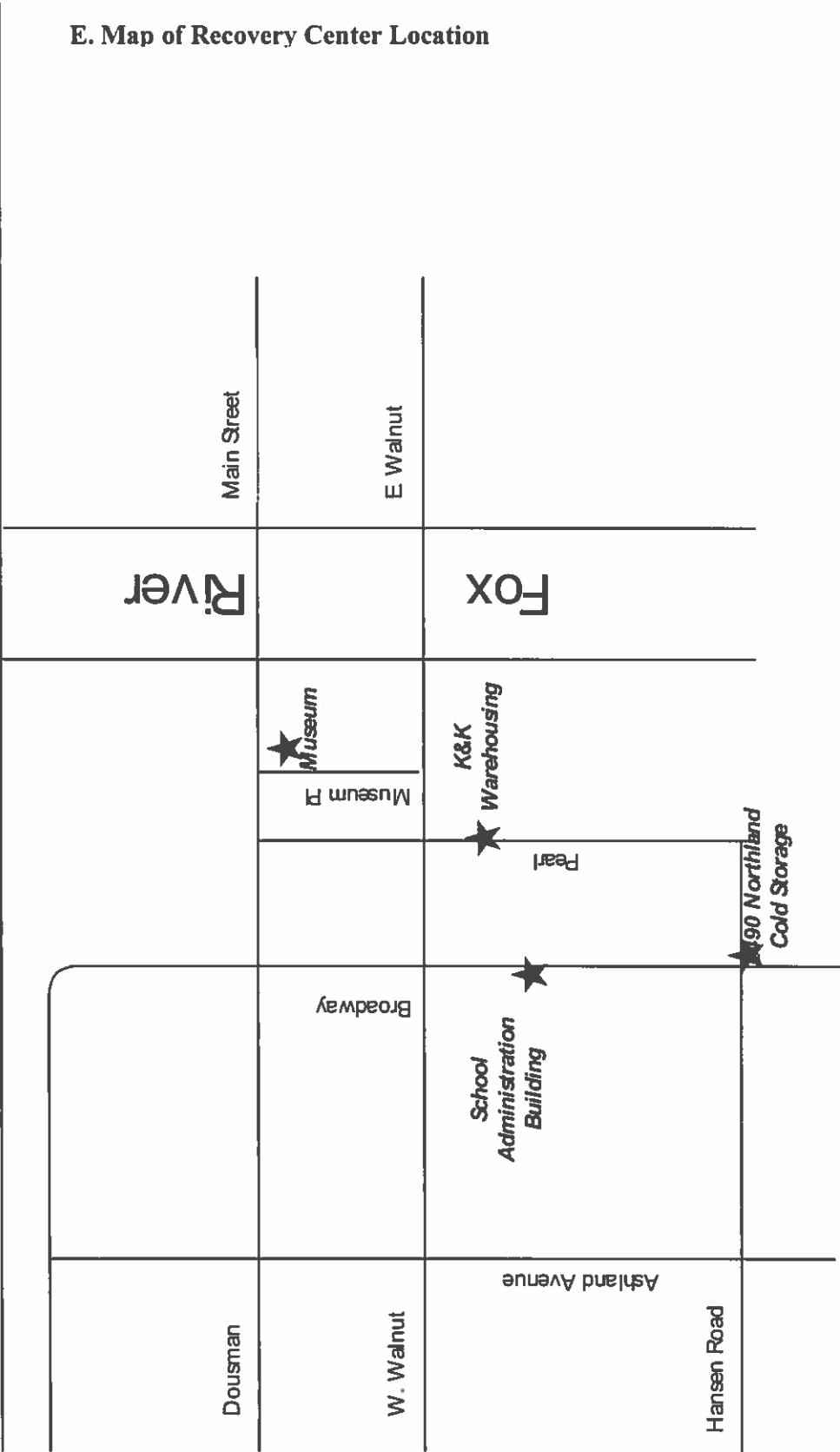
DIRECTIONS: Select a Recovery Center Location. Circle it and write the selection on the top of the RECOVERY CENTER LEADER COMPREHENSIVE CALL LIST.

CONTACT	NUMBER
Northland Cold Storage, 2490 S. Broadway, Green Bay	920/431-4601 920/431-4600
K & K Warehousing 201 S. Pearl, Green Bay, 54303	920/4321868 920/432-1414
School Administration Building, 200 S. Broadway, Green Bay, 54303 Superintendent of Schools	920/448-2000 920/448-2101
Other – depending on degree of emergency this could be a gallery or office space.	

Off-Site Recovery Center Locations
for Neville Public Museum



E. Map of Recovery Center Location



G. Recovery Center Supply Order Form

Date _____ Deliver to _____

ITEM	NUMBER REQUESTED	NUMBER DELIVERED
banquet tables, 6 ft.		
banquet tables, 8 ft.		
bolts of unbleached muslin		
boxes of large clear trash bags		
bubble pack, rolls		
buckets		
camel hair brushes		
card tables		
cardboard boxes		
Two-way Radios/Walkie-talkies		
chairs		
digital camera and extra media cards		
dishpans		
disinfectant soap, bottles		
duct tape, rolls		
dust masks (surgical masks)		
ethafoam, rolls		
extension cords, 25 ft.		
fiberglass screening, yards		
first aid kit		
floor fan		
freezer wrap, rolls		
garbage cans (16 gallon)		
gloves (leather, rubber, plastic), pairs		

G. Recovery Center Supply Order Form (continued)

Page 2 of 3

ITEM	NUMBER REQUESTED	NUMBER DELIVERED
China markers		
hand trucks, carts		
hollytex, roll		
Wireless hygrometers		
interfacing or remay, thin, non-fusible, yards		
kick stools (or step stools)		
ladders (at least one 6 ft.)		
micro spatulas		
newsprint paper, uninked rolls		
notepads		
paper toweling (white only), cases		
pencils		
plastic milk crates		
plastic sheeting, rolls		
plastic trays		
rubberbands		
sand snakes		
scissors		
Sharpie markers		
sheets of blotting paper		
sheets of stiff flat cardboard		
shelving		

ITEM	NUMBER REQUESTED	NUMBER DELIVERED
silica gel		
sponges		
terrycloth towels		
trouble lights		
Tyvek, roll		
utility knives		
vacuums		
video camera		
videotapes		
wax paper, rolls		
wrapped bricks		
yardsticks		
freezer trucks		

H. Mold Manager Supply Order Form

ITEM	NUMBER REQUESTED	NUMBER DELIVERED
aspirator		
bleach, gallon		
dehumidifier		
drying racks		
fiberglass screens		
floor fan		
goggles		
hair blower		
lab coats		
Lysol, gallon		
magnifying glass		
paint brush (2" natural hair)		
paper towels, roll		
plastic/rubber gloves		
rags, dozen		
relative humidity gauge		
table fan		
wet/dry shop vacuum		

I. Guidelines for Recovery Center Team Leader

Breaks for rest and refreshment should be frequent.

Team members who show signs of shock, who are mishandling items or are unable to follow instructions must be relieved of their duties!

Periodically remind team members:

1. Personnel safety is *the* top priority.
2. Use care before speed. (Repeat this at each briefing.)
3. Use both hands and lift one item at a time. Remember the guidelines from training on back injury prevention.
4. Watch for signs of mold; notify Mold Manager if mold is evident.
5. Avoid any action that may damage or remove accession number tags or other identifiers.
7. Be patient and tactful with each other.

Guidelines for handling paper based Collections:

1. Do not open wet books; do not close books, especially if they are distorted; do not remove covers.
2. Do not disturb contents of wet file boxes of prints, drawings, or photographic materials.
3. Do not separate single sheets.

J. General Emergency Recovery Guidelines

- Get assistance from other emergency personnel before you prepare to detach a hanging textile from a wall, or to move a costume or furniture.
- Know your emergency plan sites for secure temporary storage and make sure your treatment areas are out of the way of other emergency crews.
- Be aware of the size of doorways, stairways, corridors, and objects that cause difficulty in maneuvering to get to the treatment destination.
- Be sure to equip yourself with protective equipment and clothing before handling any object that has been damaged by an unknown liquid.
- Attempt to move fragile, damaged textiles only once, avoiding unnecessary handling.
- Carry one object at a time. Use enough manpower to safely support materials to help prevent further damage.
- Use hands and arms to support and move a piece. Never grip a corner or edge to lift or pull the object, especially when wet.
- Use a large enough cart or dolly to handle the weight and size of the object. Be careful to support the whole of the textile.
- Collect and preserve all fragments; save all the threads and pieces as well as samples of liquid for identification.
- No piece should be in contact with another textile or object. Use water and chemical impermeable sheeting between textiles.

K. Drying Wet Books and Paper Documents

There are currently five ways to dry wet books and records. All have undergone at least minimal testing under emergency conditions; several have been used extensively. These are described to assist you in making the best choice given your circumstances: cause of damage, level of damage, numbers involved, rarity/scarcity, personnel available, budget available, drying service available. Advice from a conservator or preservation administrator experienced in disaster recovery can be helpful before making the final selection(s). Successful recovery operations have proven that it is less expensive to dry original collections than to replace them, presuming they are replaceable.

It is important to understand that no drying method restores materials. If time must be taken to make critical decisions, books and records should be frozen to reduce physical distortion and biological contamination.

Air Drying. Air drying is the oldest and most common method of dealing with wet books and records. It can be employed for one item or many, *but is most suitable for small numbers of damp or slightly wet books and documents*. Because it requires no special equipment, it is often seen as an inexpensive method of drying. But it is extremely labor-intensive, can occupy a great deal of space, and can result in badly distorted bindings and textblocks. It is seldom successful for drying bound, coated paper. Book and paper conservators should always be consulted for the drying of rare or unique materials. They may choose to air dry items or may suggest one of the other alternatives.

Dehumidification. This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large, commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The number of items is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly step of removal to a freezer or vacuum chamber.

Freezer Drying. Books and records that are only damp or moderately wet may be dried successfully in a self-defrosting blast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after water damage. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below -10°F to reduce distortion and to facilitate drying. Documents may be placed in the freezer in stacks or may be spread out for faster drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. However, caution is advised: with this method, leaves of coated paper may adhere to one another.

Vacuum Thermal Drying. Books and records may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, heat is introduced, and the materials are dried above 32°F. This means that the materials stay wet while they dry. It is a very acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking (adhesion) of coated paper. For large quantities of materials it is easier than air drying, and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. This method is a solution for materials that have suffered extensive water damage.

Vacuum Freeze Drying. This process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Books and records are placed in a vacuum chamber frozen. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 °F, remain frozen. The physical process known as sublimation takes place – i.e., ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber.

Coated paper will dry well if it has been frozen or placed in the chamber within six hours after getting wet. Otherwise it may well be lost. Rare and unique materials can be dried successfully this way, but leathers and vellums may not survive. Photographs should not be vacuum freeze-dried unless no other possibility exists. Consult a photographic conservator. Although this method may initially appear to be more expensive due to the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt and/or soot is lifted to the surface, making cleaning less time consuming. If only a few books are dried, vacuum freeze drying can indeed be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, thus reducing the per-book cost and making the process affordable when only a few books need to be dried.

HOW TO AIR DRY WET PAPER DOCUMENTS

Wet documents may be air dried if care is taken to follow guidelines suggested by preservation experts. The technique is most suitable for small numbers of records that are damp or water-damaged only around the edges. If there are hundreds of single pages or if the water damage is severe, other methods of drying will be more satisfactory and cost-effective. Stacks of documents on coated or shiny paper must be separated immediately to prevent adhesion, or they must be frozen to await a later drying decision. Care must be taken with water-soluble inks as well. Records with running or blurred inks should be frozen immediately to preserve the written record. After drying, conservators can be contacted for advice and assistance. If documents must be air dried, the following steps will help achieve satisfactory results. Wet paper is extremely fragile and easily torn or damaged, so care must be exercised. Once wet, records will never look the same again, and at least some cockling or distortion should be expected.

1. Secure a clean, dry environment where the temperature and humidity are as low as possible. The temperature must be below 70°F and the humidity below 50%, or mold will probably develop and distortion will be extreme.

2. Keep the air moving at all times using fans in the drying area. This will accelerate the drying process and discourage the growth of mold. If materials are dried outside, remember that prolonged exposure to direct sunlight may fade inks and accelerate the aging of paper. Be aware that breezes can blow away single records. Point fans into the air and away from the drying records.
3. Single leaves can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint. Clotheslines may also be strung close together and records laid across them for drying.
4. If records are printed on coated paper, they must be separated from one another to prevent them from sticking together. This is a tedious process, which requires skill and patience. Practice ahead of time will prove useful. Place a piece of polyester film on the stack of records. Rub it gently down on the top document. Then slowly lift the film while at the same time peeling off the top sheet. Hang the polyester film up to dry on the clothesline using clothespins. As the record dries, it will separate from the surface of the film. Before it falls, remove it and allow it to finish drying on a flat surface.
5. Once dry, records may be rehoused in clean folders and boxes. Or they may be photocopied or reformatted on microfilm or fiche. Dried records will always occupy more space than ones that have not been water damaged.

HOW TO AIR DRY BOOKS

Air drying is most appropriate for books that are only damp or wet in places, such as along the edges. Books that are soaking wet should be vacuum freeze dried to minimize cockling of leaves and distortion of bindings. Books containing coated paper should be frozen while still wet and vacuum freeze dried. Books with running or blurred inks should be frozen immediately and also vacuum freeze dried.

1. Refer to steps 1 and 2 of the previous section.
2. Interleave every few pages, starting from the back of the book, turning pages carefully. For interleaving, use paper towels or clean, unprinted newsprint. Be careful not to interleave too much or the spine will become concave and the volume distorted. Complete the interleaving by placing clean blotter paper inside the front and back covers. Close the book and place it on several sheets of absorbent paper. Change the interleaving frequently. Turn the book over each time it is interleaved.
3. When books are dry but still cool to the touch they should be closed and laid flat on a table or other horizontal surface, gently formed into the normal shape, with convex spine and concave front edge (if that was their original shape) and held in place with a light weight. *Do not stack* drying books on top of each other. In no case should books be returned to shelves until thoroughly dry; otherwise mold may develop, particularly along the inner margins.

4. Dampness will persist for some time in the inner margins, along the spine, and between boards and flyleaves. This is particularly true of volumes sewn on oversewing machines. Check often for mold growth while books are drying.
5. If the edges are only slightly wet, a book may be stood on end and fanned open slightly in the path of a flow of air (e.g., a fan). To minimize distortion of the edges, volumes should be laid flat under light pressure (e.g., paper-covered bricks) just before drying is complete.
6. If you can establish an air-conditioned room capable of maintaining a constant relative humidity of 25 to 35% and temperatures between 50 and 65°F, books with only wet edges can be dried successfully in approximately two weeks without interleaving. *Do not try to dry books printed on coated paper by this method.* In nearly every case, the only chance of saving such books is to freeze them while wet and dry by vacuum freeze drying.

L. Emergency Procedures for Wooden Objects

Most emergencies which affect museum objects involve water. The steps outlined below are those that should be taken by site personnel immediately after the emergency. A conservator usually will be needed to ultimately address the preservation problems created by the disaster.

Moving furniture subjects it to potential damage. Furniture should be moved only if absolutely necessary. Some emergency situations (e.g., flooding from broken pipes) may not necessitate moving the entire collection from the affected space so long as the water can be removed quickly. If the collection must be moved, follow appropriate handling and moving techniques. Moving the collection because of the threat of fire is the exception.

Water damage usually affects the finish and causes wood to swell. If there is standing water on the floor for a period of time, the water and any salts that may be dissolved in it will be carried up through the end grain of the feet and legs of furniture. The salts may effloresce on the surface on the legs creating "tide" lines. Floods and water damaged ceilings may deposit mud, plaster, or gypsum on horizontal furniture surfaces. The high relative humidity levels present in spaces that have been flooded often will result in mold growth on objects. Upholstery fabric may stain and shrink. The oxidation of hardware, particularly ferrous hardware, will be accelerated.

In the event of an emergency involving water damage, implement, as appropriate, the following actions:

- Do not dry out wet wood objects too quickly. Remove all water from on and around the object as soon as possible. Lower the relative humidity level slowly to acceptable levels. It may be necessary to cover affected objects with a polyethylene tent to ensure slow drying.
- Remove drawers and open doors if possible, so as to even out the drying process on all surfaces. If drawers and doors stick due to swelling do not force them open.
- Block all objects up from the floor so that the water will not migrate up the feet and legs. This technique will facilitate drying of the bottom surfaces.

- Use fans to provide good ventilation and thus decrease the likelihood of mold growth. Do not aim the fans directly at the furniture.
- Remove ferrous hardware from the furniture so as to avoid staining. This is particularly important in the case of wood species that have a high acid level, like oak. Tag all hardware, furniture elements and loose pieces as they are removed.
- If upholstered furniture is fully soaked, remove the outer fabric, padding and support. There is a danger that saturated outer fabric left in place will split as it dries. The padding can be dried relatively quickly without damage. Feather cushions can be dried by placing them in a clothes drier at a low temperature setting. Clean and slowly dry the wood framework.
- If mud or plaster has been deposited on wood surfaces it can be sponged off with clean, cool water. The sponging action should be gentle. Avoid wiping the surface with a gritty sponge. Rinse the sponge often. Do not try to remove the deposits with a dry cloth because this action can result in abrading the surface. Wait for a conservator's assistance in the removal of mud and plaster from fragile and unstable finished surfaces, such as gold leaf.

M. Emergency Salvage of Photographs

Because of the number of photographic processes and their wide variety, responsible advice for the emergency salvage of wet photographs is difficult to provide. Some processes can withstand immersion in water for a day or more, whereas others would be permanently disfigured or even destroyed by a couple of minute's exposure. In general, wet photographs should be air dried or frozen as quickly as possible. Once stabilized by either of these methods, there is time to decide what future course of action to pursue.

Ideally salvage should occur under a conservator's supervision. A conservator can minimize damage to a collection if there is the opportunity to direct the salvage and treat the collection immediately after the damage has occurred. Time is of the essence. The longer the period of time between the emergency and salvage, the greater amount of permanent damage that will occur.

1. Minimize Immersion Time

Photographs in water will quickly deteriorate: images can separate from mounts, emulsions can dissolve away or stick together, staining can occur. Mold is another problem. Mold begins to grow within 48 hours at 60% RH and 70°F. Mold often causes permanent staining and other damage to photographs. For these reasons photographs need to be dried as quickly as possible. If photographs cannot be dried, they should be frozen.

2. Salvage Priorities for Wet Photographs

- In general films (plastic base materials) appear to be more stable than prints; therefore, prints should be salvaged first. Important exceptions include deteriorated nitrate and safety films, which are extremely susceptible to water damage.
- Processes that should be salvaged first include: ambrotypes, tintypes, collodion wet plate negatives, gelatin dry plate negatives, lantern slides, deteriorated nitrate or safety film, autochromes, carbon prints, woodburytypes, deteriorated or unhardened gelatin prints, color materials. Many of these processes will not survive any immersion.
- Processes that are more stable in water include: daguerreotypes, salted paper prints, albumen prints, collodion prints, platinum prints, and cyanotypes.

3. Air Drying Photographs

- If personnel, space, and time are available, photographs can be air dried.
- Separate photographs from their enclosures, frames, and from each other. If stuck together or adhered to glass, set them aside for freezing and consult a conservator.
- Allow excess water to drain off the photographs.

- Spread the photographs out to dry, face up, laying flat on absorbent materials such as blotters, unprinted newsprint, paper towels, or a clean cloth.
- Photographs may curl during drying. They can be flattened later.

4. Freezing Photographs

- Frozen photographs are best dried by thawing, followed by air drying. As a group of photographs thaws, individual photographs can be carefully peeled from the group and placed face up on a clean, absorbent surface to air dry.
- Vacuum thermal drying, where the frozen material is thawed and dried in a vacuum, is not recommended for photographs. Gelatin photographs undergoing this procedure have a tendency to severely mottle and stick together.
- Paper-based photographic prints can be vacuum freeze-dried; in this process no thawing occurs. Gelatin photographs may mottle during the procedure, but they don't stick together.
- Wet collodion glass plates must never be freeze-dried; they will not survive. This would be true for all similar collodion processes such as ambrotypes, collodion lantern slides, and tintypes.

6. Salvaging Slides

- Slides can be rinsed and dipped in "Photo-flo," slide cleaner, or a similar commercial product and air dried, preferably hung on a line or propped on edge.
- Ideally, slides should be removed from their frame for drying and then remounted.
- Slides mounted between glass must be removed from the glass or they will not dry.

7. Call a Qualified Conservator

Dried or frozen photographs are reasonably stable. Store them until you can talk to a conservator who has experience with photographs and can advise you of treatment needs.

N. Emergency Procedures for Textile Objects

In case of emergency from a natural disaster or vandalism, keep in mind that any damage is structural. Determine the extent of damage and whether it is continuing damage, i.e., hanging precariously and elongating tears. Close off the area immediately and try to assemble the amount of manpower needed depending upon the size and weight of the piece. Any unnecessary handling will create loss greater than the initial attack. Notice whether other pieces in the collection are in immediate danger and act accordingly.

The most likely problems will be physical tears, cuts, slashes, or water damage. Remember to keep all of the pieces and threads that you can and keep them with the piece. In general, try to stabilize the piece and determine the greatest hazard. If you can, document the damage with photographs while waiting for appropriate personnel. Take action to minimize the extent of the damage in cooperation with a conservator.

If the piece has been damaged by water, be aware of the additional weight of the piece. The greatest dangers to wet textiles are weakened fibers, dye bleed, and mold. The fibers will be weaker when wet, so handling is crucial. Also, if it is a large hanging or a tapestry, the weight of the water within the piece could pull it from its mount and create even further hazard to the piece and personnel.

If the weight of a large hanging has pulled it from the wall and it is endangered by emergency personnel and equipment, station one person about every 2' or 3' along the piece. Have each person gather their section of the tapestry together and move the piece to a secure, dry location. Use paper toweling to absorb excess moisture around the tapestry. Any further treatment should be under the direction of a conservator.

When handling any object, be aware of any jewelry, badges, belt buckles, or watches. Try to handle with arms and hands, beware of pulling on the weak edges and corners with fingers. The most damage may come later if it is not dried properly. Dye bleed and mold are the biggest threats to these pieces. Do not dry them quickly with heat, instead set up fans for good circulation and try to absorb the moisture with dry absorbent linen, cotton, and/or clean absorbent paper.

If the action is an attack of an unknown liquid, assume the worst. The liquid could be an acid or caustic and could cause great harm to personnel. Locate protective equipment and warn everyone involved of the potential danger. With textiles, the liquid will have penetrated the fibers; do not attempt to flush with water since this will probably spread the damage throughout the piece and the heat of reaction of the water with the chemical could cause even greater damage. Contact the regional curator and the conservator according to the Museum's Emergency Operation Plan.

O. Emergency Procedures for Ceramic, Glass, and Stone Objects

1. Water

It is best to protect the objects from water leaks by covering them with plastic sheets or bags. A little water may not be harmful, but uneven wetting can cause mineral migration in stone (resulting in stains) as well as streaking through surface grime layers that can be difficult to correct. Painted pieces, unfired clay, or deteriorated stone and glass would suffer greater damage from water. The plastic should not be completely sealed as this would simulate mold growth.

Raise objects off the floor onto blocks or skids if rising water is a problem. Have "dry areas" designated for object removal in cases where an entire floor or storeroom is flooding.

2. Fire

Remember, not only fire, but also smoke and water used in fire fighting can damage the artifact. These inorganic materials do not burn, but if a fire rages for a long enough period of time they can char, causing surfaces to blacken in appearance.

Plastic sheeting should not be used to protect objects during a fire. Polyester sheeting such as Mylar®, which has a very high melting point, can be used (time-permitting) to protect the works from water and chemicals used in fighting fires.

3. Severe Weather/Bomb Attack

These emergencies could result in toppled and broken objects and sculptures, shattered cases, and flying glass.

Move objects away from windows. Cover glass cases or tape cases to avoid shattering and flying glass. Lay vertical objects on their sides on floors or benches. If an object is attached to a base, it must be supported along its length when it is placed on its side. This action prevents unnecessary stress on the joint between the object and its base.

Identify objects in the collection that should be evacuated first in situations where the viability of the structure is questioned.

4. Liquid Attack (e.g., acids, bases, solvents)

Vandals may throw or spill a liquid onto artifacts exhibited without vitrines or cases. Act quickly and avoid contact with the unknown liquid, such as sulfuric acid, lye, or gasoline, which may be harmful to personnel. Small, localized attacks should be rinsed well with water. Water should neutralize acids or bases and slow severe etching of the surface. Large objects, attacked overall, will have to be rinsed with copious amounts of water. It is best to consult a conservator to ensure that the object has been adequately treated.

5. Broken Object

Cordon off the area and photograph the object *in situ*. If possible, do not touch anything until a conservator arrives. If pieces must be moved, carefully collect all fragments—bag, label, and keep with the object until they can be turned over to a conservator.

If breakage does occur, count and save as many pieces (including chips) as possible. Handle the pieces as little as possible. Any dirt, dust, or abraded surfaces will impede a successful repair. Each fragment should be stored separately in a small individual box or a clear plastic bag which is labeled. Fragments can be stored in a padded tray and should be placed well apart from each other so they do not rub together. If the pieces must be transported, wrap each piece in soft tissue and identify with a label.

P. Emergency Procedures for Metal Objects

Metals are very reactive materials. In an emergency situation, the typical form of degradation, corrosion, can cause irreversible damage to organic materials, thereby complicating their salvage.

First isolate metal objects from other materials. Other actions include:

- Implement security precautions for precious metals and objects of intrinsic value, such as sculpture.
- Provide a secure dry storage area for all metal objects.
- Do not attempt to treat metal objects.
- Have a metals conservator provide a Collection Condition Survey that documents each object's condition, recommends needed conservation treatment, and outlines remedial preventive conservation procedures.

Q. Emergency Procedures for Paintings

Specific guidelines for handling paintings in an emergency are as follows:

1. Do not attempt to remove mud.
2. Drying may involve serious paint loss—watch for loose flakes.
3. If paint is loose, store painting horizontally (face-up), supporting the canvas from behind, if it appears weak. Otherwise, store vertically.
4. Keep each painting separated from others.

EMERGENCY TREATMENT FOR WATER-DAMAGED PAINTINGS ON CANVAS

Water damage is one of the most serious types of damage that can occur to a collection of paintings on canvas. It is usually the result of flood, broken water pipes, or efforts to extinguish a fire. Since the most serious effects from exposure to water usually occur within the first five to fifteen minutes, every possible precaution should be taken to eliminate this risk. For example, paintings in storage should be protected by placing plastic sheets between the storage racks and overhead water pipes; storage racks should be raised above the floor at least six inches in case of flooding, and the potential for seasonal flooding or water leakage in the facilities should be evaluated.

The Effects of Water Damage

Paintings are composed of diverse materials which react to moisture in a variety of ways. Wooden frames swell and exert pressure on the painting's stretcher. The wooden stretcher will also swell and warp, which may cause distortions and tears in the canvas. In addition, canvas supports can shrink dramatically when wet, causing the paint and ground layers to crack and buckle.

These pressures and counter-pressures make it important to reduce the shrinkage of water damaged paintings through immediate controlled drying. Since water damaged paintings are likely to be in an extremely vulnerable state, the assistance of a conservator should be sought at once. **Ideally the treatment should be undertaken by a conservator. However, if expert assistance is not available, specific emergency procedures will have to be carried out by untrained personnel.**

Remove Paintings from Water Source

The most immediate priority is to remove excess water. Lift each painting and tilt it to allow water to drain from one corner of the frame. Where a number of paintings are involved it will be important to establish a system of priorities; not all paintings will react equally. Attention should be directed first to those of greatest value, then to those which are showing the least effect from the water, those which are slightly damaged, and finally, those which are badly damaged.

Prepare a Work Area

Work in an area which is isolated from the collection and not affected by water damage. Place fans in the work area. Increased air circulation discourages the growth of mold which can spread to other materials through direct contact or in the form of airborne spores. Fans will also accelerate the drying process and should be left on 24 hours a day until the paintings are dry.

If possible raise the room temperature to its highest setting in order to speed drying and reduce tensions in the painting.

After removal of excess water, in order to avoid overdrying the paintings, maintain the environment at between 60 and 70% relative humidity.

Prepare a clean, dry, padded surface. Several sheets of blotting paper are sufficient to pad paintings which have a flat paint surface. Paintings with impasto (raised paint) require extra padding, such as blankets. **The extra padding should be twice the thickness of the greatest paint projection.**

Cover the padding layers with plastic to prevent them from becoming damp, thereby minimizing the potential for mold growth and eliminating the possibility of dirt or dye transfer.

Materials

The following materials will be needed:

- Large quantity of white blotting paper (neutral pH)
- Tissue or clean newsprint paper
- Plywood board, or thick masonite cut to fit the inside dimensions of each stretcher frame
- Large fans
- Work tables
- Weights (e.g., bottles filled with water, bricks, heavy books)
- Large blankets to pad tables
- Mylar or plastic sheeting

Drying of Water-Damaged Paintings

Paintings with tears in the canvas support, signs of flaking, lifting or curling paint layers, or softened or dissolved paint layers, or softened or dissolved ground layers, should be placed face-up on a table and allowed to dry untouched.

Paintings with high (over 1 cm) or fragile peaks of impasto may require additional precautions or may not be suitable for drying face-down. In the case of these paintings, a conservator should be contacted for advice.

Paintings which are not torn, flaking, or softened, as described above, should be dried and flattened using the following procedure:

- Place several layers of blotting paper over the plastic covered padded surface described above. Then place two layers of tissue paper on top of the blotting paper.
- Ensure that padding and tissue are perfectly flat and uncreased. Wrinkles in the padding material can transfer to the painting's surface when the painting is subjected to pressure.
- Unframe the painting. Remove hanging devices such as screw-eyes and hanging wire, as well as protective backing boards.
- Working with one painting at a time, place each painting face-down on the clean, padded surface.

NOTE: Many water-damaged paintings will be flaking and cannot be weighted as described. Do not use this procedure on extremely fragile paintings.

- Cut blotting paper to fit the inside dimensions of the stretcher frame. If there are keys in the corners of the stretcher frame, slip the blotting paper under them. Cover the entire canvas back with blotting paper. Where it is necessary to use more than one piece, place sheets edge-to-edge. Do not overlap the sheets, as the resulting line of double thickness can deform the paint surface.
- Cut a board, preferably of plywood or thick masonite, to fit the inside dimensions of the stretcher frame. Place it on top of the blotting paper to hold the canvas flat during drying. If there are keys in the corners of the stretcher frame, simply cut the board smaller, rather than attempt to force the board under the keys.
- The amount of weight required to keep each canvas from distorting during drying will vary from one painting to the next. Place weights so that they are distributed evenly over the board. Weights should also be placed on the stretcher corners to reduce warping. Keep paintings being treated under surveillance to detect warping.
- Change the blotting paper every ten minutes, replacing boards and weights each time, until blotting paper is almost dry. Then change it every thirty minutes, or until it is dry to the touch. Shift work during this crucial procedure may be necessary to maintain dry blotters.
- When the canvas is completely dry, replace dry blotting paper, boards, and weights, and leave for 24 hours, maintaining sufficient air circulation with fans.
- If, after drying, the tissue or newsprint paper on which the painting has been resting, face-down, does not separate from the paint surface, leave it intact. It should be removed by a paintings conservator.

As soon as possible, arrange to have a paintings conservator inspect the damaged paintings to assess the extent of damage, to deal with possible mold growth, and to advise regarding treatment.

NEVILLE PUBLIC MUSEUM OF BROWN COUNTY

Collections Management Policy

1. Statement of Purpose

The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science and art. Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The museum seeks to bridge these multi-generational regional communities, through engaging exhibitions and dynamic programs.

2. Governance

The Neville Public Museum of Brown County is a department of Brown County government, a public, municipal corporate body organized and existing under the laws of the State of Wisconsin.

The Museum is overseen by the Education, Culture and Recreation Committee of the Brown County Board of Supervisors. The Brown County Board of Supervisors administers County-wide policies and budget. The Museum is governed by a seven (7) member body entitled "Neville Public Museum Governing Board" (hereafter referred to as Museum Governing Board), whose membership "shall consist of not less than three (3) nor more than four (4) county supervisors and not less than three (3) nor more than four (4) citizens-at-large depending on the number of supervisors appointed, and at least two (2) of the citizen members shall be appointed from a list of not less than five (5) names submitted by the Museum Foundation." (The Neville Public Museum Foundation is a non-profit corporation incorporated under the laws of the State of Wisconsin to provide financial assistance to the Museum.) Appointments to this Board are made by the Brown County Executive and are subject to confirmation by the Brown County Board of Supervisors. The Museum Governing Board determines specific Museum policies and is responsible for the overall operation and administration of the Museum and its collections. The Neville Public Museum adheres to all municipal, state and federal laws as they apply to its operation.

The Director of the Neville Public Museum of Brown County is the chief administrative employee and Brown County department head who is responsible to the Museum Governing Board and to Brown County's County Executive and County Board of Supervisors (through its Education, Culture and Recreation Committee). The Director is responsible for the management of the museum building, staff and services and the prudent

management of Museum collections. The Director is responsible for implementing policies and directives of the Museum Governing Board. The Director exercises these responsibilities through the Museum staff.

3. Collecting and the Collections Committee

Historically the Neville collected items which brought the world to Green Bay. Items were collected from local citizen's tours of foreign lands as well as items chronicling the history of the community.

Today, the Museum limits its collecting to items relating to Northeastern Wisconsin and the Upper Peninsula of Michigan. It continues to collect in the areas of History, Science, and Art, with this regional focus applied. Objects are collected with an emphasis on interpretation and exhibition and secondarily research and study. With this in mind, common objects with an identified local provenance are preferred, but the Museum still acquires objects that could be associated with the region or that will fill an exhibition need.

The collection is divided into six major disciplines: photography, general history, zoology, ethnology, archaeology and geology. Most collecting takes place in the areas of general history (which includes costumes, original art, decorative art, household objects, and other man-made items) and photography. Some objects are specifically sought for particular exhibitions while most are offered for consideration by the general public and local organizations.

The Collections Committee is an administrative staff advisory committee which consists of the Director, Deputy Director, Collections Manager, Curator, and Education Specialist. The purpose of this committee is to advise the Director in the effective implementation of the Collections Management Policy, with the Director making all final decisions. The Committee is chaired by the Collections Manager and meets as called by the Chair or on special call by the Director.

The Collections Committee considers matters of collections management and recommends specific actions to the Director. These considerations may include the following:

- A. Acquisition by gift, bequest, purchase, transfer and exchange, as well as objects collected for the Museum, made at the Museum, or objects "Found in Collections" (FIC).
- B. Deaccessions
- C. Loans to and/or from the Museum.

Documentation of Collection Committee decisions will be maintained by the Collections Manager. Members of the Collections Committee adhere to the Neville Public Museum Code of Ethics (this and all other forms and policies referred to in the following text can be found in the Collections Department office; also, most can be accessed electronically).

4. Temporary Custody

- A. To account for objects in the Museum's custody, the Museum must also document objects left for gift or purchase review, identification, or examination. This applies to objects which are not a transfer of legal title or loan. These transactions are to be of a temporary nature.
- B. All objects in the custody of the Museum must be registered with the Collections Department within five days of their arrival and the purpose, circumstances and expected duration of stay recorded on the Custody Form. The Custody Form clearly states that objects in temporary custody are not insured by the Museum.
- C. The Collections Department will monitor these objects in the same manner as loans.
- D. Unsolicited objects offered as gifts, purchases, or loans will be recorded by the Collections Department and the Curator of Collections sends an acknowledgment of receipt. These objects will be reviewed by relevant staff for the Collections Department. Anonymously received objects will be recorded by the Collections Department as a donation if the decision is made to acquire object(s) for the permanent collection. Unwanted, unsolicited objects should be disposed of: 1) By return to the sender, or 2) through transmittal to another County department, or 3) transmittal to a charitable organization, or 4) by sale at County auction, or 5) by witnessed destruction. No option will be undertaken without notice being sent to the sender (when known).

5. Acquisition

This outlines the policy governing the acquisition of material by the Neville Public Museum of Brown County. Objects may be added to the collections by means of gift, bequest, purchase, transfer, exchange, field work acquisition, or any other event by which title to the object passes to Brown County for the purposes of the Neville Public Museum.

A. Acquisition Criteria

Acquisition to the permanent collection is carried out by the Collections Committee. Objects may be declined by the Director, individual Curator or Collections Committee. Some of the general criteria in reviewing objects for inclusion in the Museum's permanent collection are as follows:

1. Is the object consistent with the Museum's mission statement?
2. Is the object identified as desirable by the Collections Scope or by the recommendation of curatorial or Collections Department staff?
3. Is there currently duplication in the collection?
4. Will acceptance of the object result in significant expense for the museum? What are the costs for purchase, cataloging, storing, care and conservation?
5. Is there appropriate storage space available relevant to the object's importance to the collection and its use?
6. Has provenance been satisfactorily explored?
7. Are there restrictions or provisions regarding the object(s) use, care or display?
8. Are there questions regarding legal title, federal violation or any aspect relevant to the legal nature of the acquisition?
9. Is the use of the object restricted in any way such as by copyright, patent, trademark, or trade name, or encumbered by its nature by being obscene, defamatory, potentially an invasion of privacy, physically hazardous, etc.?
10. Is there another institution where the object(s) might be more appropriately housed?
11. What is the foreseeable use of the object(s)?

B. Gifts/Bequests/Purchases

1. All gifts are accepted by the Museum on a temporary deposit basis pending review by the Collections Committee. After review, the potential donors are notified in writing as to the status of their offered donation. Refused materials will be handled in the manner agreed to on the temporary custody agreement.
2. The Collections Committee reviews bequests. The Museum Director has the authority and the responsibility to refuse any bequest which is not within the guidelines of established goals and criteria.
3. The acceptance of all gifts and bequests shall be unrestricted. No commitment shall be made as to exhibition, attribution, or placement of the gift. While it is the Museum's intention to accession for long-term use and preservation, no guarantee shall be made that the gift or bequest will be retained by the Museum in perpetuity. There shall be no exceptions to this policy, unless any such restrictions or special provisions are considered by the Collections Committee and approved by the Director and by special Museum Governing Board action and a signed statement of approval filed with the Collections Department.

4. A written document entitled “Deed of Gift” is mandatory and shall be signed by the legal owner(s), or his/her authorized agent, as soon as possible. A gift is not considered complete until the Deed of Gift has been received, accepted by and filed with the Collections Department. For all bequests which have been considered by the Collections Committee and accepted by the Director, a copy of the will, all codicils, and the letters testamentary shall be obtained and filed with the Collections Department before title will be considered to be complete.
5. The Museum may acquire objects by purchase. Prior to the actual purchase, items are reviewed by Collections Committee and approved by the Director. In most instances, purchases are actually gifts from the Neville Public Museum Foundation (the Museum’s non-profit support organization). A purchase is not complete until copies of the Deed of Gift, payment receipt, vendor, purchase order number and other documentary evidence are filed with the Collections Department. When the purchase is made directly by the Museum, we do not require a Deed of Gift.
6. Under no circumstances will Museum staff provide monetary appraisals of objects to avoid any potential conflict of interest.
7. Transfers or exchanges of items are reviewed by the Collections Committee. All items considered for incoming transfer or exchanges are subject to the same general criteria and guidelines governing review of donations. Outgoing transfers and exchanges are subject to deaccessioning policy. Also, Museum sponsored field work may be reviewed by the Collections Committee prior to commencement of the work, with the understanding that all material gathered in field work is the property and responsibility of the Museum. Field work is conducted in response to the Museum’s stated purpose, goals and collections scope.
8. Under no circumstances will Museum staff acquire material for personal collections or use in the form of gifts from the general public, volunteers, vendors, or any other parties associated with staff through the Museum. See also, Personal Collections and Collecting.
9. The Neville Public Museum and its staff abide by all U.S. and international laws and regulations concerning the transfer of ownership and transportation of objects across political boundaries. The Museum will not knowingly accept any object that is illegally imported into or illegally collected in the U.S., or support or encourage irresponsible damages to collecting sites of natural monuments or human burial places. However, the Museum may accept objects that have been confiscated and offered to the Museum by government authorities.
10. The Museum will not knowingly accept through gift, bequest or purchase any objects which fall under the terms as defined by the Native American Graves Protection and Repatriation Act

(NAGPRA). Refer also to the Repatriation Policy adopted by the Museum's Governing Board in October, 1994.

11. In some instances the Museum pursues specific copyright with acquisitions, namely with original art. Copyright is accepted through purchase, donation or upon death of the artist. The Museum has specific transfer of copyright forms.

C. Registration of Approved Accessions

The Museum's Collections Department conducts registration of objects acquired for the permanent collections in a timely manner. The Collections Department keeps accurate records regarding registration and this information is reported to the Director.

D. Non-accessioned Acquisitions

Objects acquired by the Neville Public Museum Foundation for exhibit or educational purposes should follow the appropriate procedure for disposition. In certain instances, it is appropriate to destroy items. Items will not be given to staff, volunteers, board members or any other personnel.

The museum is also a repository for material acquired through the work of contract archaeologists. This material is not accessioned and there is no transfer of legal title to the museum. Refer to the Archeological Curation Policy revised 8/2005.

6. Deaccessioning and Disposing of Objects

- A. Objects in the permanent collection of the Neville Public Museum should be retained in perpetuity if they continue to be relevant and useful to the purpose and activities of the Museum and if they can be properly stored, preserved and used. Deaccessioning of objects may be considered when these conditions no longer prevail, in the interest of improving the collections for the Museum's purposes and activities or in compliance with a request for repatriation.
- B. Objects considered for deaccessioning are reviewed by the Collections Committee according to the following general considerations:
 1. Is the object no longer relevant and useful to the purpose and activities of the Museum?
 2. Is there danger of not being able to preserve the object properly?
 3. Has the object deteriorated beyond usefulness?
 4. Is it doubtful that the object can be used in the foreseeable future?

5. Will this deaccession provide the means for improving or strengthening the collections in order to further the goals of the Museum?
6. Is the object hazardous to the Museum, personnel, or other collections?
7. Has the object been requested for return to an affiliated culture group or country? If an object is requested for return under the Native American Graves Protection and Repatriation Act (NAGPRA), it will follow the Repatriation Policy.

C. The following information must accompany each object being considered for deaccessioning:

1. Brief description
2. Name of donor or other source
3. Date of acquisition
4. Proposed means of disposition
5. Approximate value of object
6. Copy of Deed of Gift, if available

D. Objects proposed for deaccessioning are presented by the Director for review by the Museum's Governing Board. Upon approval by the Museum's Governing Board, the objects are eligible for deaccessioning and disposal.

E. Before disposing of any objects from the collections, reasonable efforts should be made to ascertain that the Museum is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Museum should act as follows:

1. Mandatory restrictions should be observed strictly unless deviation from their terms is authorized by a court of competent jurisdiction.
2. Objects to which restrictions apply should not be disposed of until reasonable efforts are made to comply with the restricting conditions. If practical and reasonable to do so, considering the value of the objects, the Museum should make reasonable efforts to notify the donor of its intention to dispose of the objects.
3. If there is any question as to the intent or force of restrictions, the Museum will seek the advice of its legal counsel.

F. In considering various alternatives for the disposition of deaccessioned objects, the Museum should be concerned that:

1. The manner of disposition is in the best interests of the Neville Public Museum, the public it serves, the public trust it represents in owning the collections and the scholarly or cultural communities that it represents.
2. Consideration will be given to placing the objects through gift or exchange in another tax-exempt public institution wherein they may serve the purpose for which they were acquired initially by the Museum.
3. Objects will not be given or sold privately to Museum employees, officers, board members, volunteers, or any individual.

G. Disposal of objects shall be through one of the following methods:

1. Transfer to Museum's education department or related use.
2. Gift or exchange to a non-profit organization, with first priority to other museums or universities. Such gift or exchange is not limited to the boundaries of Brown County.
3. Repatriation to requesting affiliated culture group or country.
4. Donation to another County agency, board, commission, or office.
5. Donation or transfer to another government agency: local, state or federal.
6. Sale at County auction or other public sale.
7. Witnessed destruction.

H. An adequate record of the conditions and circumstances under which objects are accessioned and disposed of will be made and retained as part of the Museum's collections records. All marks identifying any object with the Museum must be removed. The established procedure of the Collections Department for deaccessioning will be followed.

I. Proceeds from any sale of deaccessioned material will be placed in a restricted account with the funds designated for other acquisitions or professional conservation care of objects already in the Museum's permanent collections.

J. Disposition of abandoned property is subject to 1993 Wisconsin Act 18.

K. Deaccessioning for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA) will follow the Repatriation Policy.

7. Loans

- A. Loans are made to and from other museums, historical groups or agencies, and educational institutions in the interest of fulfilling the mission of the Neville Public Museum. All loans will follow established procedures. All objects entering or leaving the Museum, regardless of purpose, will have their movement documented on appropriate Museum forms which clearly detail the loan contract.
- B. All loans will be for specified periods of time and will be monitored according to established procedures. All loans must be contracted for by written loan agreements between the Museum and its borrowers and lenders prior to receipt or shipment. A written request for loan objects is required, preferably one month prior to the loan period, and the Collections Manager must be notified at the time of the request. Written condition reports should be completed by the Curator or Deputy Director for all loans entering or leaving the Museum.
- C. Incoming loans will be insured by the Neville Public Museum, or the lender. If the lender provides insurance, he/she must submit a waiver of subrogation from their insurance company to the Museum. Values must be comparable to fair market value wherever possible. Outgoing objects will be insured by the borrower. Insurance for the Neville Public Museum is provided through Brown County. Insurance coverage is monitored by the Director's office. The Director also reports and facilitates all insurance claims. Any damage to objects either incoming or outgoing requires a damage report form to be filed immediately with both the Collections Department and the Director.
- D. The Collections Department documents and monitors all loans. Status is checked with Curators at time of expiration. Curators will ensure that all loans are covered by current loan agreements.
- E. Curators may borrow objects without Collections Committee review and approval by the Director with the following exceptions:
 - 1. Loans for any one exhibit valued at over \$10,000.
 - 2. Loans being renewed.
 - 3. Loans made for the purpose of product development.
- F. The following general criteria guide the procedures for outgoing and incoming loans:
 - 1. Incoming Loans

- a. Incoming loans will be accepted only for objects for exhibits. The Museum must avoid providing free storage, conservation treatment and insurance to lenders. Before accepting any loan, the following factors should be considered: cost of storage, security, transportation, restoration and insurance; the object's condition, ability to withstand travel; the lender's restrictions; problems of provenance and/or copyright. If any of these guidelines are questionable, Curators should seek review by the Collections Committee.
- b. No indefinite loans may be made to the Museum; they must be of one year, or less in duration. Any exceptions to this require the approval of the Museum Director and the Museum Governing Board.
- c. Loans can be renewed at the end of a one year period by re-submission to and review by the Collections Department with strong justification for the request. Those items should be considered for possible return, conversion or accession.

2. Outgoing Loans

- a. All outgoing loans are reviewed by Collections Committee.
- b. Objects are not to be lent to individuals for personal use.
- c. Outgoing loans are to be made for appropriate educational and scholarly purposes. The Neville Public Museum should not be connected with any commercial product endorsement.
- d. Objects must be in clean, exhibitable and stable condition, unless a condition of the loan is conservation by the borrower, using methods approved by the Collections Department. Objects must be able to withstand travel, climate changes, and handling. In addition, objects must be registered by accession or nonaccession number, photographed, and a report of condition completed prior to loan.
- e. Borrowing institutions will complete a Standard Facilities Report. This completed form will be reviewed and filed by the Collections Department. The borrower must be able to provide proper security, proper environmental conditions, and reasonable care.
- f. Property of others in the Museum's custody may not be lent without the owner's written permission.
- g. Loans can be renewed at the end of a one year period by re-submission and review to the Collections Department with strong justification for the request. Those items should be considered for possible deaccession, or recall.

3. Offsite Movement

- a. Any relocation of an object outside the Neville Public Museum by the staff for relevant Museum purposes of exhibit, education, conservation, photography or storage requires documentation with the Collections Department.

8. Found in Collections

In the case of objects which are found in the custody of the Neville Public Museum with no identifying markings on them that might link them to documentary evidence of ownership or loan, the following guidelines are considered by the Collections Department:

- A. Is there any reason to believe that the object is a loan and not the property of the Museum? If so, the status is considered to be a loan and state statute applies.
- B. If there is no indication that the possibility of loan status exists, the object is presumed to be owned by the Neville Public Museum of Brown County.
- C. Collections Department staff will thoroughly review evidence in order to determine the possibility of a match to an existing accession number.
- D. The object is to be reviewed by the appropriate Curatorial staff following the general criteria for accessioning or deaccessioning, depending on the recommended treatment for the object.
- E. The object is accessioned or deaccessioned according to stated policy and standard procedure.

9. Request for Acquisition of Objects from Permanent Collections

The permanent collection of the Neville Public Museum of Brown County is owned by Brown County. Museum acquisition and deaccessioning practices are governed by strict policies to protect the public trust held by the Museum and to conform to Wisconsin State Statutes and the Brown County Code. Private sale, gift or exchange of objects held in the permanent collections to individuals is expressly prohibited.

In the event that an individual or group of individuals pursues acquisition of objects from the Museum collection, all such requests by any party or their representative must be submitted in written form. These requests are reviewed by the Collections Department, Director, and the Museum Governing Board respectively, on a case by case basis. Written requests shall list the specific objects which are being requested and provide the basis for proof of ownership. If the request is based on some reason other than claim to ownership, that shall also be submitted in written form.

All requests for acquisition in response to the Native American Graves Protection and Repatriation Act (NAGPRA) will follow the terms of the Museum's Repatriation Policy.

The Museum does license the use of reproductions made from images in the permanent collection. Use of these reproductions is outlined in the Letter of Indemnification Agreement and is monitored by the Collections Department.

All issues regarding rights and reproduction of permanent collections material are reviewed by the Curator of Collections.

10. Personal Collections and Collecting

Museum staff, volunteers or board members, may not bring personal collections into the Museum for storage. No personal collection is allowed in the Museum unless the Director approves and the collection is in the Museum for stated purposes, i.e. study or exhibition. Personal collections shall not be intermingled with the Museum collections. Unless requested in writing to the Director, for legitimate Museum purposes only, Brown County will not insure personal items.

Museum staff may not compete with the Museum in any personal collecting activity.

Objects purchased by museum staff for personal collections or resale during their tenure with the museum—and which fall under the definition of what is collectable for the Neville Public Museum—must be offered to and reviewed by the Collections Committee. The Museum then has the right, for a one year period following the initial acquisition, to acquire the object purchased at the price paid by the staff person.

The Neville Public Museum requires Museum staff to follow the Code of Ethics of the Neville Public Museum in regard to personal collecting.

11. Care and Control of Collections

A. It is the responsibility of the Museum Governing Board, Director and staff of the Neville Public Museum to provide reasonable care for the objects entrusted to it. Reasonable care is understood to entail the following:

1. Adequate provisions to maintain security

- a. The Director is responsible for the security of the physical plant, staff, visitors, exhibits and permanent collections.
- b. Written procedures outlining security operations will be maintained.

2. Responsible action toward the preservation of entrusted collections in keeping with professionally accepted standards.
 - a. In consultation with the Collections Manager, it is the responsibility of the Director, as empowered by the Museum Governing Board, to ensure the preservation of the permanent collections.
 - b. The Director is responsible to the Museum Governing Board to report, on an annual basis, the state of the collections.
 - c. If physical care of the collections, or particular segments thereof, cannot be maintained, Museum governance is obligated to deaccession such collections.
3. Inventory and collections control.
 - a. The Collections Department shall supervise and maintain all inventory and collections control.
 - b. In keeping with the museum's obligation to maintain up-to-date records, documenting the location of objects within the permanent collections, the following standards will be met:
 1. Records shall be maintained which document permanent locations for all permanent collections.
 2. Records shall be maintained which document movement from assigned locations, both in-house and off-site.
 - c. Comprehensive inventory records will be created and maintained.
 - d. Spot-inventories (a random selection) will be conducted on an ongoing basis.
4. Maintenance of accurate records pertaining to the past and present status of permanent collections, including their legal status. Procedures for the maintenance of collections related records will be created and implemented by the Curator of Collections.
 - a. It is the responsibility of the Neville Public Museum to maintain accurate, up-to-date records pertaining to the identification, location and condition of objects held in the permanent collections of the Museum.
 - b. The Collections Department shall maintain and make available to Curators, original records regarding accessioned or loaned objects in the custody of the museum.
 - c. The primary purpose of these records is physical and intellectual control. Therefore, these records should provide at least the following information:
 1. Identifying description of the object and assigned number.
 2. Legal status of objects.
 3. Condition of object.

4. Location of object.

d. All primary records will be safeguarded from hazards such as fire, water and loss.

Microfilmed duplication and computer back-up tapes shall be maintained off-site, at the Brown County Document Center.

e. Records access is subject to applicable public law. The following items of information are considered privileged:

1. Information requested by donors or lenders to remain anonymous.
2. Addresses of all donors or lenders.
3. Location of objects.
4. Valuation of objects.

B. The Collections Manager is responsible to the Director for the care and control of the permanent collections held by the Neville Public Museum.

12. Access to Collections

A. In keeping with established security standards and practices at the Neville Public Museum and in the interest of protecting the Museum and its staff from liability for damage or injury, access to collections is restricted to the following:

1. Visiting museum professionals and/or historical agencies or students.
2. Persons associated with Neville Public Museum daily operations, such as: Governing or Corporate Board members; potential funding agents; donors (active or potential); staff, interns or volunteers; publicity, photographers, etc.; consultants; and maintenance.
3. Visiting researchers, scholars or other approved parties studying permanent collection material.

B. There are three forms of access to collections:

1. Access for the purpose of review or study of permanent collection material.
2. Access by staff, contract consultants or County, for the purpose of curatorial functions, consultation, or maintenance/repair, respectively.
3. Educational tours conducted by curatorial staff.

Access for review or study follows the specific guidelines outlined in the Request for Access to Collections form. Requests are reviewed and administered by the Collections Department. Access for

review or study may be limited by policy restrictions, space, staff time, or care and security of the collections. The Museum reserves the right to charge a fee to researchers if it is determined that excessive time and/or materials are required for a project.

Those personnel who have access to Collections are predominantly Collections Department staff and curatorial staff involved in work directly related to the permanent collections. Other personnel access includes building maintenance and contract consultants.

Families, friends and other people not associated with Museum operation are allowed tours of collections only if authorized by the Collections Manager or the Director.

Tour Guidelines:

1. Tour groups are limited in size to no more than fifteen (15) adults per staff person.
2. Persons with access to collection storage areas must be at least eighteen years of age.
3. Tours are given by Collections Manager, Deputy Director or Museum Director.
4. Visitors must leave their coats, briefcases, purses, etc. in the Collections office.
5. It should be explained to visitors that our policy to conserve and preserve historic objects prohibits handling of collections.
6. Inform visitors that they are expected to stay together as a group and use caution in moving through collections.
7. Tours follow only main corridors and do not go into aisles between shelving. Tours generally are not allowed into dehumidified storage area. The freight elevator and conservation rooms are accessible for tours.

13. Insurance and Risk Management

The Neville Public Museum's collections are insured while on the Museum premises or in transit to and from borrowing institutions. As part of the requirement for a loan, borrowing institutions must maintain insurance on Museum artifacts at the value specified on the loan form. All borrowing institutions must supply a completed Standard Facility Report form in order to comply with Museum loan requirements. A Certificate of Insurance is required of all borrowing institutions and is generally provided by the Museum for all lending institutions.

Incoming loans will be insured by Brown County unless the lender waives the requirement. If so, the Collections Department must have on file a letter of subrogation from the lender's insurance company. Objects

left in the temporary custody of the Museum for consideration of acceptance into the Museum's collections will not be insured.

The Brown County Risk Management administers the Museum's insurance while the Collections Department assures that all loan agreements and receipts are on hand to effect coverage.

In the interest of good risk management, Museum staff must report all damage or loss of any object to the Collections Department in the form of an Artifact Damage Report as soon as possible. The Director will maintain related records and provide appropriate records to the Brown County Risk Management. The Collections Department will maintain copies of the records directly relating to the condition and disposal of damaged/stolen objects.

Specific responses to any natural or hazardous threats to the Museum's collections are provided by the Collections Disaster Plan.

14. Review of Policy

In an effort to keep this document current and useful it will be periodically reviewed (at least every two years) by a committee appointed by the Director. The committee report and any proposed changes will be presented to the Museum Governing Board for approval.

15. Addendum

Definitions:

Accessioning: The formal act of legally accepting an object or objects into the museum's permanent collection. This involves creating an immediate, brief and permanent record of the object or objects.

Appraisal: A valuation of property by the estimate of an authorized person.

Bequest: An object, assembly, or lot whose ownership was transferred to the museum by a will.

Collection Object: An object which has been or is in the process of being accessioned into the collections.

Conservation: Actions aimed at safeguarding collections for the future. Conservation includes examination, documentation, preventative conservation, preservation, restoration and reconstruction.

Deaccession: The action of removing an accessioned object or group of objects by due process from the museum's collection.

Deed of Gift: A signed, legal document transferring custody, title and rights of an object, assembly, or lot to the museum.

Disposal: Transfer of items deaccessioned from the collections to another owner or, within the museum, for another use. Methods of disposal include: sale, exchange with another museum, donation, destruction, or transfer within the museum to teaching or reference collections.

Donor: The individual, group, business, organization or estate giving an object, assembly, or lot to the museum, thereby transferring ownership, custody and title to that object, assembly, or lot to the museum.

Educational Collections: Non-accessioned objects acquired by the museum for use in its educational programs. These objects may be replicas, fakes or authentic objects which are of a common nature, easily replaced, and duplicated in the permanent collections (if relevant).

Exchange: A conveyance of ownership for an object, assembly, or lot from one museum to another in exchange for ownership of an equivalent object, assembly, or lot.

Exhibit: The presentation and interpretation of objects.

Fair Market Value: The current price at which both buyers and sellers are willing to do business.

Gift: An addition to the museum acquired without monetary compensation. Legal title transfers to the Museum.

Inventory: Creation of a list of objects, assemblies or lots that identifies each object's or lots' physical location; or the act of verifying existing records of location.

Loans: Temporary transfers of custody of museum objects between organizations and not involving change in ownership. Loans are made for study, exhibition, or performance according to stated museum purposes.

Northeastern Wisconsin: The Counties of Brown, Calumet, Door, Florence, Forest, Iron, Kewaunee, Langlade, Manitowoc, Marinette, Menominee, Oconto, Oneida, Outagamie, Shawano, Vilas, Waupaca, and Winnebago in the State of Wisconsin.

Permanent Collections: The accessioned objects owned by a museum and intended to be preserved in perpetuity.

Preservation: Actions taken to prevent further deterioration or damage to collections material.

Prop collections: Non-accessioned objects used as exhibit furniture or as stage property for educational programs.

Provenance: For works of art and historical objects, the background and history of ownership.

Purchase: An object, assembly, or lot whose ownership was obtained for the museum by paying money.

Registration: The overall registrarial function of creating, controlling, and maintaining information, immediately and briefly, about all objects owned by, and in the care, custody, and control of a museum.

Transfer: The act involved in a change of physical custody of an object or records with or without change of legal title, such as between departments of Brown County.

Upper Peninsula of Michigan: the Counties of Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft in the State of Michigan.

May 20, 2020

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

2019 BALANCED BUDGET ADJUSTMENT

WHEREAS, although both levy and non-levy funded departments had favorable budget variances, there were certain overdrafts and shortfalls in various departmental budgets for 2019; and

WHEREAS, this resolution is necessary to ensure activities are appropriated and accounted for properly; and

WHEREAS, these overdrafts and shortfalls for the levy funded departments are summarized below:

Surplus (Deficit)

(\$12,315) Museum
Daily charges and space rentals were both at 84% of the budget in 2019 as the core gallery was closed beginning in May 2019 for renovations, resulting in the budget deficit.

WHEREAS, it is necessary to make appropriations from their applicable fund balances to cover these various departmental deficits in order to balance these budgets for the past year; and

WHEREAS, current accounting standards require that Brown County recognize its proportionate share of the Wisconsin Retirement's System's (WRS) Net Pension Liability, Pension Plan Expenses, and Deferred Inflows/Outflows of Resources; and

WHEREAS, the Wisconsin Legislative Audit Bureau released their audit report of the WRS Schedule of Employer Allocations for the year ended 12/31/18 on 08/29/2019; and

WHEREAS, the proprietary and internal service funds for Brown County are required to record pension related expenses of \$3,515,198 during calendar year 2019, \$3,194,710 of which eliminated the pension asset and related restricted fund balance, resulting in a \$320,488 reduction of unrestricted fund balance; and

WHEREAS, the Departmental Multifunction Devices Fund (720) has as a negative unrestricted equity balance of (\$37,625), because prior year revenues were fixed while expenses were variable and excess expenses built up over time; and

WHEREAS, the County Highway Maintenance Fund (240) has as a negative unrestricted equity balance of (\$446,161) after a loss in the fund of \$779,481 from winter severity and flooding in 2019; and

WHEREAS, the HHS-Community Treatment Center Fund (630) has as a negative unrestricted equity balance of (\$464,006), because of a pension adjustment expense of \$1,360,135 that led to a loss of \$907,805, although current accounting standards allow for proprietary funds to have a negative unrestricted equity balance and thus no transfers are required from the General Fund for this proprietary fund.

NOW, THEREFORE BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2019 departmental budget \$12,315 for the Museum; and

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that a transfer be made from the Copy and Document Center Fund (730) to the Departmental Multifunction Device Fund (720) for \$37,625 to eliminate the negative fund balance; and

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that a transfer be made from the Highway Fund (660) to the County Highway Maintenance Fund (240) for \$446,161 to eliminate the negative fund balance; and

BE IT FINALLY RESOLVED by the Brown County Board of Supervisors that there be appropriated for the proprietary and internal service funds and placed in the 2019 department budget the total of \$3,515,198 for pension related activity.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EDUCATION AND RECREATION
COMMITTEE

HUMAN SERVICES COMMITTEE

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

Approved by:

Troy Streckenbach
COUNTY EXECUTIVE

Date signed: _____

20-039R

Authorized by: Administration

Approved by: Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution balances general fund budgets that exceed budgeted amounts, and makes accounting adjustments for Multifunction Devices Fund, Highway Funds, and WRS net pension liability. In 2019, the General Fund increased by \$2.4 million.